

DATA CHECKLIST

THINKING ABOUT DATA COLLECTOR TRAINING

- **Who will collect the data?**
 - Staff within a program, staff from another program, other agency staff, clients from another program (e.g., youth), volunteers?
- **What training do data collectors need?**
 - Can they administer surveys?
 - Do they know how to conduct interviews?
 - Have they been trained as observers for this data collection?
 - Do they have access to and knowledge about records?

THINKING ABOUT DATA COLLECTION PROCEDURES

- **What are your timelines for data collection?**
 - When will you administer surveys, conduct interviews, etc.?
 - Are pre/post strategies needed? Doable?
- **When do you need data?**
 - Is this the same time that data collectors and subjects are available?
 - What outcomes are expected by the time data collection is planned? i.e., is this the proper timeframe?
- **What is required for data collection approval?**
 - Institutional review, Active consent, Passive consent, Informed consent?

THINKING ABOUT DATA ENTRY AND MANAGEMENT

- **How will you store and maintain the information you are going to collect?**
 - How much data is expected and in what form?
 - What procedures are necessary to ensure confidentiality?
 - Where will the data reside?
- **How will you handle data entry?**
 - Do you have specialty software or can you use readily available programs like Excel to help support your data entry?
 - Who will actually enter the data and where will it be entered? Are there training needs?

THINKING ABOUT DATA ANALYSIS

- **How will you analyze the data you collect?**
 - How will you handle quantitative data? e.g., frequencies, averages, ranges?
 - How will you handle qualitative data, e.g., quotes, “snippets,” numerical summaries?
 - What will you do about missing data?
 - What influencing factors should you consider? What disaggregation is needed?
- **Who (staff, volunteers, consultants) will conduct the analysis and how long will it take? Will they need some additional training?**
- **Are there any additional costs associated with data analysis?**