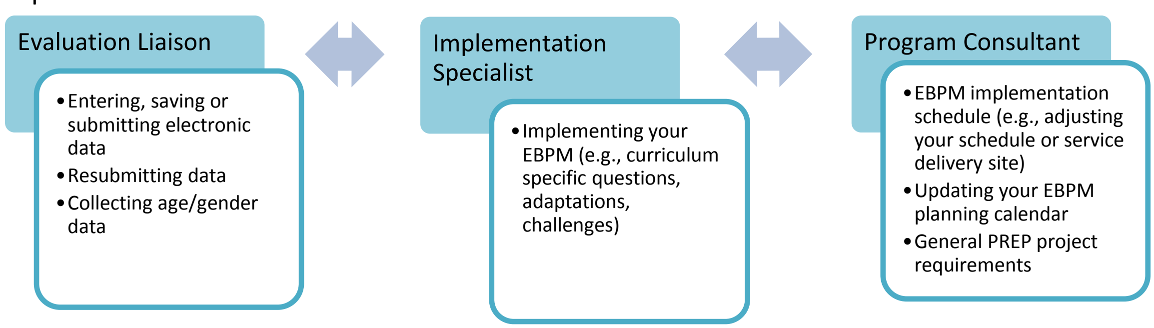
Instructions for Data Collection of Attendance Logs and Fidelity Checklists

<table>
<tr><th colspan="2">General Procedures</th></tr>
<tr><td>How to Document</td><td>The facilitator is responsible for documenting the information required on the Attendance Log and Fidelity Checklist for that cohort, <u>at the end of each session</u>.</td></tr>
<tr><td></td><td></td></tr>
<tr><td>When to Report</td><td>Submit the Attendance Log and Fidelity Checklist to the PREP SharePoint <u>within 3 business days of the end of each cohort</u>. A cohort is one complete implementation of all EBPM sessions, to one group of participants as described in your Approved Planned Curriculum.

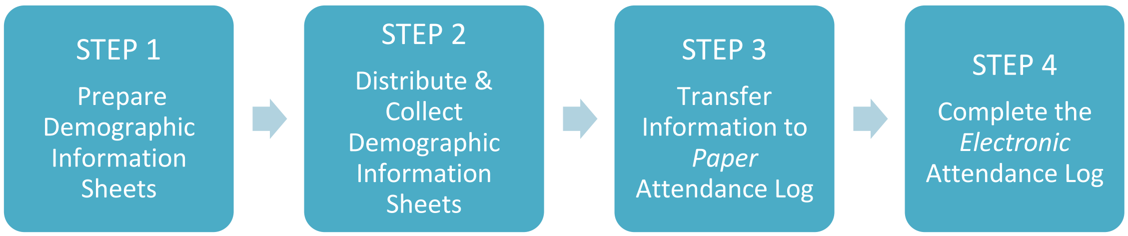
❖ <u>Submit one Attendance Log and one Fidelity Checklist per cohort. If you have co-facilitators for your EBPM, work together to complete and submit one file.</u></td></tr>
<tr><td></td><td></td></tr>
<tr><td>Reporting Data to MCAH</td><td>Upon submission to MCAH, the Attendance Log and Fidelity Checklist are considered legal documents certifying activities and data required for the PREP federal grant. Supervisors are expected to review documents prior to submission.</td></tr>
<tr><td></td><td></td></tr>
<tr><td>Technical Assistance / TA Support Team</td><td>A Technical Assistance Support Team will provide support to CA PREP Sub-Awardees. The TA Support Team consists of a MCAH Program Consultant, an Evaluation Liaison (ETR/UCSF), and an Implementation Specialist (PTC). Refer to the “CA PREP Agency Master Contact List” to determine you Support Team members.

For technical assistance, contact one of the following based on the nature of your support request:

</td></tr>
<tr><td></td><td></td></tr>
<tr><td>Paper and Excel-based versions</td><td>There are both paper and Excel-based versions (templates) of the Attendance Logs and Fidelity Checklists. It is recommended, though not required, that you use the paper version of the Attendance Log to collect attendance data at each session and then transfer the data onto the electronic version at the end of the cohort.

You are <u>required</u> to submit the Excel-based version of the Attendance Log and Fidelity Checklist. Guidelines for transferring the data from the paper to the Excel version are provided on page 10.

❖ Excel 2007 or later is required to use the Excel-based version.</td></tr>
</table>

Instructions for Data Collection of Attendance Logs and Fidelity Checklists

Collecting Age and Gender Demographic Information	
Purpose and Overview	❖ MCAH is required to provide age and gender information to the Federal Government for youth who complete 75% or more of program hours. ❖ Care is needed in collecting this data as it may be sensitive information, particularly for youth older than is typical for grade level or with nonconforming gender identity or expression.
Process	Collecting and reporting youth age and gender is a four-step process: 
Step 1: Prepare Demographic Information Sheets	MCAH recommends that you use an in-class demographic information sheet where youth can indicate their name, age and gender at the first session they are present. Use the template(s) provided at the end of this document (English and Spanish versions are provided). To prepare information sheets for each cohort: ❖ print out a single page of information sheets (each page contains two sheets); ❖ write the cohort number (from your EBPM Planning Calendar) in the gray box at the top of both information sheets on the page; ❖ make enough copies so each participant you expect to be present in the cohort has one half-page sheet; and ❖ put the information sheets in a large envelope labeled with the site name, session start date and time, and primary facilitator's initials. ❖ Prepare an additional two or three information sheets for possible latecomers: fold and insert each sheet into a blank #10 business envelope; carry these envelopes with you to each session.
Step 2: Distribute and Collect Demographic Information Sheets	❖ Distribute a demographic information sheet to each participant when he/she enters the service delivery site. ❖ If you are unable to complete the activity on the first day, collect the information sheets no later than your third day of a multi-day program. ❖ This activity will take approximately 5-7 minutes to complete. Ask the youth to complete the information sheet and tell them how their privacy will be protected: • Only you, as the facilitator, will see the information with their names on it. • You will destroy the information sheets at the end of the program. • They can leave any question blank that they do not feel comfortable answering. ❖ Direct the participants to fold the sheet in half when they are finished. ❖ Using the envelope prepared in Step 1, individually collect each information sheet. You can do this by walking row-to-row or by having youth come to the front of the room.

Instructions for Data Collection of Attendance Logs and Fidelity Checklists

Collecting Age and Gender Demographic Information	
Step 2: Distribute and Collect Demographic Information Sheets, continued	❖ To help maintain privacy, have youth insert the sheet directly into the envelope. ❖ Once all information sheets are collected, seal the envelope in front of the group. Keep the envelope in a secure location (i.e., a locked cabinet at your agency) until the end of the cohort. If a participant joins late, repeat the steps above using one of the business envelopes with the blank information sheet. Store these envelopes with the cohort envelope in a secure location.
Step 3: Transfer Information to Paper Attendance Log	Follow the directions on pages 4-5 to complete the paper Attendance Log. To avoid potential exposure of sensitive information during program activities (e.g., a participant viewing the Attendance Log with age and gender information), wait until the end of the cohort to transfer age and gender information to the paper Attendance Log. At that time, carefully transfer the information from each demographic information sheet onto your paper Attendance Log by matching the names from the Attendance Log to the names on the sheets. If a participant did not complete an information sheet or you cannot match the name(s) on the sheet(s) with the name(s) from the paper Attendance Log, leave the age and/or gender columns blank. <u>Do not guess youth age or gender.</u> Once you have reviewed and confirmed these matches, shred the information sheets immediately. We <u>do not</u> recommend saving these sheets once the information is on the paper Attendance Log.
Step 4: Complete the Electronic Attendance Log	Follow the directions on pages 6-7 to transfer information from the paper Attendance Log to the electronic Attendance Log. MCAH recommends that you save the paper Attendance Log in a secure location (i.e., a locked cabinet) in your agency files until your PREP contract period ends.
Responses to questions about the transgender option on the Demographic Information Sheet	Some youth may have questions about the transgender option on the Demographic Information Sheet. The information below is provided as a guide to answer these questions if they arise. If you need additional assistance, please contact your Evaluation Liaison. **What does transgender mean?** Transgender is a general term for people who feel or show their gender differently than their sex at birth. **Why is there a transgender option on the Demographic Information Sheet?** PREP welcomes and respects all youth. It's important we ask questions on the Demographic Information Sheet that are inclusive of everyone. We also don't want anyone to feel pressure to be something they are not. Additional information is available at www.glsen.org or www.stopbullying.gov/at-risk/groups/lgbt

Instructions for Data Collection of Attendance Logs and Fidelity Checklists

Attendance Logs	
What to document	**The facilitator will document the following on the Attendance Log BEFORE the start of the first session.** Note: Collect attendance at each session. *A session is one day of EBPM Implementation.*
Cohort Number	Enter the cohort number from your EBPM planning Calendar (e.g., 0101).
Agency name	Enter your PREP Sub-Awardee (agency) name.
Facilitators name(s)	Enter the first and last names of person(s) facilitating cohort. If there is more than one facilitator, separate each name with a comma (",").
Number of facilitators	Enter the number of facilitators who will be providing EBPM instruction to cohort. Submit one excel file per cohort.
Intended number of sessions	Enter the number of sessions planned to complete the curriculum for one cohort as outlined in your Approved Planned Curriculum. Include any extra sessions for Adult Preparation Subjects in your session count. Do not include extra sessions used solely to administer entry or exit surveys.
Intended curriculum length	Enter the intended length of the entire curriculum as outlined in your Approved Planned Curriculum, in minutes. Include the time for additional Adult Preparation Subjects. Do not include the time of extra sessions used solely to administer entry or exit surveys. You can include time to administer surveys that occurs as part of a session that includes program content.
Start time	Enter the planned start time of the first session in hours and minutes (hh:mm; e.g., 11:06).
Site	Enter the name of the service delivery site, such as the name of a school or clinic.
Program setting	Check the appropriate box to indicate the setting of the cohort. "Foster care" settings include foster care group homes and independent living programs.
What to document	**The facilitator will document the following on the Attendance Log at EACH session:**
Date	Document the date of the session in format mm/dd/yy (e.g., 09/23/12).
Length	Document the length of time actually used for the session in minutes (e.g., 45 minutes). If the session is cancelled and not rescheduled enter '0' in minutes and explain the circumstances under additional comments in the Fidelity Checklist.
Participant Name	Document the name of each participant who attends any part of a session. Names (from a sign-in or attendance sheet) will help track who is present versus assigning participants numbers.
Attendance	Place an X to indicate presence of a participant. Some participants will attend all sessions; others may not. Include ALL participants regardless of the number of sessions attended.

Instructions for Data Collection of Attendance Logs and Fidelity Checklists

Attendance Logs	
Additional Adult Preparation Subjects (APS)	If an additional APS session is conducted, mark an X in the box for participants who attended that session. If the additional APS is delivered on the same day as other program content, document the date of the session as indicated above; additionally document in the APS column the date of the additional APS. In the instance, the dates will be the same. You do not need to document APS delivery that occurs as part of the EBPM; only document add-on APS sessions.
What to document	**The facilitator will document the following on the Attendance Log at the END of a COHORT:**
Participant Age	Enter the participant's age in whole numbers (e.g., 14, 20).
Participant Gender	Indicate the participant's gender from one of the listed choices: ❖ M = Male ❖ F = Female ❖ T = Transgender Note: Do not guess a participant's age or gender. Transfer participant's self-reported age and gender from the in-class demographic information sheet onto the paper Attendance Log. If a participant did not complete an information sheet or you cannot match the name(s) on the sheet(s) with the name(s) on the paper Attendance Log, leave the age / gender column blank.

Fidelity Checklists	
What to document	**The facilitator will document the following on the fidelity checklist at the END of each session:**
Activity conducted	Indicate the manner in which the activity was conducted by selecting *one* of the listed choices: ❖ **As planned** ❖ **With unplanned adaptations** ❖ **Not Conducted** **Note:** An Approved Planned Curriculum (APC) outlines all activities in the EBPM, includes all approved adaptations, and is specific to EBPM, service delivery site and schedule. Conducting an activity ***as planned*** requires covering all content in each activity outlined in the APC using the teaching method described in the developer's implementation guide. Any divergence from the APC (such as omission of content, change in sequence or change in teaching method) should be identified by checking the ***with unplanned adaptations*** box.
Date of activity	Indicate the date activity was conducted (MM/DD/YY).
Reasons for modifications	If "with unplanned adaptations" or "not conducted" is checked, please describe WHAT changes were made and the reasons for those changes (e.g., an activity was not completed because of time, unanticipated issues with participants).
Additional comments	Use this space to document any special circumstances surrounding implementation that affected an activity or session. Please include challenges and successes.

Instructions for Data Collection of Attendance Logs and Fidelity Checklists

Fidelity Checklists	
What to document	**The facilitator will document the following on the fidelity checklist at the END of a COHORT:**
Date Family PACT materials distributed	Document the date Family Pact materials were distributed. If materials were distributed on multiple dates, indicate those dates in the space provided. *If no Family PACT materials were distributed explain reasons in space provided.*
Challenges	Indicate whether each challenge listed was "not a problem", "somewhat of a problem" or "a serious problem". If 'Other' challenges occurred, please describe the challenge in the space provided and indicate to what extent it was a problem by marking the appropriate checkbox.
Additional Comments	Document any additional comments and explanations of the challenges indicated.

Transferring Data from Paper to Excel-Based Versions of Attendance Log and Fidelity Checklists	
Excel File Format	There is one Excel file (template) that contains three worksheets. Open the Excel file (template) and on the bottom of the page there will be three tabs with the following labels: ❖ Data Submission ❖ Enter Attendance ❖ Enter Fidelity Checklist
What to Enter	The information collected for the Attendance Log and Fidelity Checklist is the same across both the paper and Excel versions (as described on pages 4-6). ❖ Tip: A pop-up box will appear with instructions when you click in a field. To clear this box click in field F10.
Entering Attendance Log Data	Ensure that all fields on the paper-based Attendance Log are complete. ❖ Open the Excel File to the "Enter Attendance" tab. ❖ Enter data into the data fields selecting the appropriate drop-downs, entering a written response, or marking attendance with an 'X'. Carefully transfer the attendance data by participant number from the paper-version to the Excel file. (i.e., make sure that the paper version data for 'participant 1' goes to 'participant 1' in Excel file). ❖ You are not reporting participant names in the Excel file (the column is locked and will not allow you to enter names) ❖ If the age and / or gender column is blank, select the option "missing."
Calculating Completers	The Excel file will automatically calculate the number of completers for each cohort on the "Enter Attendance" tab. *According to Federal guidance, a "Completer" is a participant who has received a minimum of 75% of program hours.* Completers are calculated based on the data entered into the "Intended Curriculum Length," "Actual Session Length," and participant attendance fields.
Entering Fidelity Checklist Data	❖ Open Excel file to the "Enter Fidelity Checklist" tab. ❖ Enter the data into the data fields by selecting the appropriate drop-downs and entering a written response where indicated. Note: On the top of the form, Field F1 initially appears as "Agency", "Site", and "Date." These fields will automatically populate once those fields are completed on the "Enter Attendance" tab.

Instructions for Data Collection of Attendance Logs and Fidelity Checklists

Transferring Data from Paper to Excel-Based Versions of Attendance Log and Fidelity Checklists	
Review Data for Completeness	Please review the Attendance Log and Fidelity Checklist to ensure that the data are an accurate reflection of program participation and implementation. Check the following: Attendance Log ❖ Attendance data are entered for each participant on the correct row for each session. ❖ Age and gender data have been transferred from paper Attendance Log. ❖ NO NAMES of participants are in the excel file. Fidelity Checklist: ❖ Each activity has a checked box indicating "as planned," "with unplanned adaptations," or "not conducted" next to it. ❖ If an activity is conducted "as planned" or "with unplanned adaptations," there is a date entered for when the activity was conducted. ❖ If "with unplanned adaptations" or "not conducted" is checked, there is an explanation next to that activity. ❖ Each challenge has a checked box indicating level of problem (i.e., not a problem, somewhat a problem, a serious problem).

Submitting Data	
How to Save Electronic Attendance Log and Fidelity Checklist Files	❖ Save your Attendance Log and Fidelity Checklist data as **one** file for each Cohort. To do this you will need the following information: ○ **Agency Number** - a two-digit number assigned to your agency for PREP data collection; located on the *CA PREP Agency Master Contact List* (available on PREP Website). ○ **Cohort Start Date** – the date of the first session for this cohort; located on your EBPM planning calendar. Record in format: **mm.dd.yy**. ○ **Cohort Number** – a four-digit number, unique to each cohort; located on your EBPM Planning Calendar (e.g., **0101**). ❖ Save the data file using the file naming convention: **Agency#_Cohort Date_Cohort#** ○ **For example: Agency12_11.02.12 _0101**
Update EBPM Planning Calendar	❖ Your **EBPM Planning Calendar** informs the TA Support Team of when your cohorts are starting and ending, what type of youth you are serving, and the facilitators implementing each EBPM. It also allows us to link the data you submit to your proposed reach numbers and better support you in data collection and submission. ❖ Please keep your EBPM Planning Calendar up-to-date.
When/Where to Submit your Data	❖ Submit the Excel-based Attendance Log and Fidelity Checklist file to the PREP SharePoint site on the MCAH Extranet **within 3 business days** of completing each cohort. ❖ Upload the Excel file to the Attendance Log and Fidelity Checklist folder in the *Submissions library* (see the *MCAH Data Submission Guide* for further instruction).
Confirmation of Data Submission	❖ Your Evaluation Liaison will review each submission and send confirmation when received. ○ Your Evaluation Liaison may request revisions for incomplete data; submit any required revisions to SharePoint ○ When approved, your submission will appear in the: ▪ *Archives library*, Attendance Log and Fidelity Checklist folder

For Agency Use

Cohort #: ___________

Print your first name and last initial: ______________________________

For each question below, check the box that best describes you. Mark only one answer for each question. No one at your school or in your community will see this information; we will destroy the questionnaire at the end of this program. If you do not feel comfortable answering a question you may leave it blank.

How old are you today?

- ❑ 9 or younger
- ❑ 10
- ❑ 11
- ❑ 12
- ❑ 13
- ❑ 14
- ❑ 21 or older
- ❑ 15
- ❑ 16
- ❑ 17
- ❑ 18
- ❑ 19
- ❑ 20

What is your gender?

- ❑ Male
- ❑ Female
- ❑ Transgender

For Agency Use

Cohort #: ____________

Print your first name and last initial: ______________________________

For each question below, check the box that best describes you. Mark only one answer for each question. No one at your school or in your community will see this information; we will destroy the questionnaire at the end of this program. If you do not feel comfortable answering a question you may leave it blank.

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- ❑ 15
- ❑ 16
- ❑ 17
- ❑ 18
- ❑ 19
- ❑ 20

What is your gender?

- ❑ Male
- ❑ Female
- ❑ Transgender

For Agency Use

Cohort #: ___________

Escribe tu nombre y la inicial de tu apellido: ____

Para cada una de las siguientes preguntas, marca el cuadro que te describa mejor. Sólo marca una respuesta para cada pregunta. Ninguna persona en tu escuela o comunidad verá esta información; vamos a destruir este cuestionario al finalizar este programa. Si no te sientes cómodo/a contestando estas preguntas las puedes dejar en blanco.

¿Cuántos años tienes el día de hoy?

- ❑ 9 o menos
- ❑ 10
- ❑ 11
- ❑ 12
- ❑ 13
- ❑ 14
- ❑ 15
- ❑ 16
- ❑ 17
- ❑ 18
- ❑ 19
- ❑ 20
- ❑ 21 or más

¿Cuál es tu género?

- ❑ Hombre
- ❑ Mujer
- ❑ Transgénero

For Agency Use

Cohort #: ___________

Escribe tu nombre y la inicial de tu apellido: ____

Para cada una de las siguientes preguntas, marca el cuadro que te describa mejor. Sólo marca una respuesta para cada pregunta. Ninguna persona en tu escuela o comunidad verá esta información; vamos a destruir este cuestionario al finalizar este programa. Si no te sientes cómodo/a contestando estas preguntas las puedes dejar en blanco.

¿Cuántos años tienes el día de hoy?

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- ❑ 12
- ❑ 13
- ❑ 14
- ❑ 15
- ❑ 16
- ❑ 17
- ❑ 18
- ❑ 19
- ❑ 20
- ❑ 21 or más

¿Cuál es tu género?

- ❑ Hombre
- ❑ Mujer
- ❑ Transgénero