**UNM Evaluation Lab – Summer Institute 2023**

**YEP 5: Data types and sources**

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| **Evaluation Question- What do you want to know?****Write your question here. If your question is still broad, feel free to split it by row.** | **What information do you need? Be very specific here!**  | **Who has the information?****Staff, clients, board, partners!** | **Options for data collection** (e.g., Focus group, interview, survey, admin data) | **Design:****Pre-post, one-time, retrospective** |
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**Example:**

Evaluation question: Is the parent training program improving parent skills?

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| Are parents gaining new skills and knowledge? | Assessment of skills | Parents | Survey | Pre - Post |
| Are parents using new skills in an effective way?  | Parent’s behavior with child | Parents | Survey | Pre-post |
| Staff | Staff observations – form and notes | Longitudinal – Weekly notes  |
| Is there an improved child-parent bond? | Child’s reaction to parent. | Staff  | Staff observations – form and notes | Longitudinal – Weekly notes |
| teachers | Survey |  Retrospective |

*If you have time… Begin doing some planning:*

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| **What you want to know:** | **Data Collection Tool – Specific surveys you have or know about, if you need to design it, write it here. Focus group and/or interview protocols, evaluation forms.**  | **Who will administer – Even if it is self-administered, someone in your organization has to be responsible for making sure data gets collected according to plan!**  | **When – At which point in your program are you collecting data?** | **How will you collect and record data? If survey, will it be recorded in your electronic records (e.g., EMR?), Excel sheet downloaded from Survey Monkey, Transcribed interviews, photos of drawings.**  |  **Other logistics** |
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Here’s an example:

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| **What you want to know:** | **Data Collection Tool – Specific surveys you have or know about, if you need to design it, write it here. Focus group and/or interview protocols, evaluation forms.**  | **Who will administer – Even if it is self-administered, someone in your organization has to be responsible for making sure data gets collected according to plan!**  | **When – At which point in your program are you collecting data?** | **How will you collect and record data? If survey, will it be recorded in your electronic records (e.g., EMR?), Excel sheet downloaded from Survey Monkey, Transcribed interviews, photos of drawings.**  |  **Other logistics** |
| Parents skills and knowledge | AAPI & Protective Factors Survey (add source!) | Self-administered/ Case manager  | Enrollment and discharge |  Electronic survey through Survey Monkey. Paper option is a maybe?  | Work study enter paper surveys.  |
| Parent behaviors | Staff observation form (need to design it!) | Case manager | After each weekly session | Client file  |  |
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