



nebraskachildren
AND FAMILIES FOUNDATION

Data Collection Expectations during COVID-19 Frequently Asked Questions

Purpose: The purpose of this document is to provide guidance around how to meet various data collection expectations in light of the challenges and changes communities are experiencing as a result of COVID-19.

Audience: The audience for this document are Community Coordinators, Central Navigators, Coaches, and other involved in the implementation of Community Response (CR) and/or the Connected Youth Initiative (CYI).

What data collection instruments need to be completed at this time?

- The following data collection instruments should be completed, per usual:
 - Any new Community Response or Connected Youth Initiative participant should complete a *CR/CYI Participant Information Form and CR/CYI Participant Information Survey*
 - Any Community Response or Connected Youth Initiative participant requesting funds to meet a need should complete a *Support Services Fund Application Form*
 - If a Community Response Participant is also in coaching, the participant should complete a CR Coaching Survey. We recommend completing the CR Coaching Survey online using the following link: tinyurl.com/CRCoachingSurvey1920
 - If a Connected Youth Initiative participant starts Opportunity Passport (OP), they should complete any required enrollment paperwork and be entered into the Opportunity Passport Data System. This is done by OP providers.
- The following data collection instruments do **not** need to be completed at this time:
 - Connected Youth Initiative participants do **not** need to complete an April 2020 Transitional Services Survey. The survey administration has been cancelled.
 - Connected Youth Initiative participants who are currently active in Opportunity Passport™ do **not** need to complete an April 2020 Opportunity Passport Participant Survey. The survey administration has been cancelled.

What are some strategies for data collection when not meeting with participants in-person?

- Use the fillable PDF version of forms. There are fillable, standalone PDF versions of both the *CR/CYI Participant Information Form* and *Support Services Fund Application Form*, which allow you to complete forms electronically. These forms can be found on Box under: Evaluation Forms and Training → Evaluation Related Forms → CR CYI Forms → Standalone forms. Simply download the forms, type in responses directly into the appropriate fields, and use the “save as” function to save the completed forms in a safe, accessible place on your computer.
 - With these fillable forms, you can:
 - Complete forms over the phone for the participant and enter information into the form electronically.
 - If a participant has internet and computer access) Send fillable forms to the participant, who can complete and return forms electronically.
- (If you have printer access) Print and complete hard copy forms for the participant over the phone.
- (For Community Response participants in coaching) Use the online version of the *CR Coaching Survey*, available at tinyurl.com/CRCoachingSurvey1920

How should I obtain a participant’s signature for evaluation consent purposes if I am not meeting with participants in-person? (Updated 4/16/2020)

- During this time of social distancing, the evaluation team will accept a participant’s documented verbal consent to share their information for evaluation purposes if doing so does not contradict the organizational policy of the staff member who obtains the participant’s verbal consent. In cases where obtaining verbal consent to share information for evaluation purposes does contradict the staff person’s organizational policy, organizational policy should be followed.
- To document verbal consent: 1) inform the participant of the information that would be shared and with whom, 2) if the participant verbally agrees to provide their information for evaluation purposes, in the field “name of participant,” type in the participant’s name, your (the staff person obtaining consent) initials, and ‘verbal consent’. See example below.
- The consent process outlined above is allowable as no identifiable information is provided to the evaluation team that can link the responses to the individual.
- As always, remember to keep a copy of all consent forms on file, securely stored. However, these do not need to be scanned or uploaded.
- As previously stated, we understand that obtaining participant’s physical signature may not be possible at this time. This should **not** prohibit service provision whatsoever, as the purpose of obtaining a participant signature is to participate in the evaluation.

5) Authorization to Share Your Information For Evaluation (Consent)

The following information is collected as part of the CR/CYI Evaluation

- You and/or your child(ren)'s basic information
 - o Demographic Information
 - o Current Services & Supports
- The following items as applicable
 - o Support Services Fund Application Form
 - o Survey responses to the following
 - Community Response Coaching Survey
 - Transitional Services Survey

I hereby grant permission for the local Community Well Being coordinator and/or necessary staff and **Test Example Collaborative Name** (CR/CYI Agency or agencies) to share this information with Nebraska Children and their contracted evaluators including Munroe-Meyer Institute, as part of the evaluation of this program that is funded in part by Nebraska Children. You are not required to share this information. If you decide not to have this information shared, it will not affect you or your standing in our program in any way. For evaluation reporting purposes, your information will always be combined and will not be identifiable at the individual family level.

If you AGREE to provide your information, complete the following section:

Name of participant	Name(s) of participant's child(ren), if applicable	
Bugs Bunny/CHB - Verbal consent		
Participant Signature		Participant Signature Date
		4/16/20
Next Section to be completed by staff witness		
Witness Signature	Staff position of witness	Witness Signature Date
		4/16/20

If you have questions about the evaluation, please contact Barbara Jackson at Munroe-Meyer Institute at 402-559-5765 or Catherine Brown at Nebraska Children and Families Foundation at 402-302-1588.

Should I still enter participant data into my electronic data system (i.e., Quick Base, Service Point, Child Plus)?

- Yes, please continue to enter data into your electronic data system as you normally would, though we understand there may be delays in data entry. If you are concerned about entering data according to the regular schedule (enter data monthly by the 15th of each month for the previous month’s activities), please let your UNMC Evaluation Point of Contact know.

Are data collection requirements for specific grant projects (e.g., Pregnancy Assistance Fund, Child Welfare Community Collaboration Grant) still in effect?

- Yes. Nebraska Children will continue to reach out to communities receiving specific grants with any adjustments to grant requirements as they are confirmed, but otherwise, please continue to collect data for specific grants according to previous guidance.

When can I expect changes to data collection instruments?

- No changes will be made to the data collection instruments themselves due to COVID-19. You can expect updated data collection instruments to be provided according to our regular schedule, with updated instruments being provided for use starting July 1.

What can I suggest to a someone who needs to complete a form (e.g. Participant Information Form, Support Services Application Fund Form) on their mobile phone to make the form easier to fill out? (Added 4/16/2020)

- Suggest that the person download the have the **Adobe Fill & Sign** app downloaded on their phone. We are suggesting this app because it is free, lets folks access PDFs via e-mail, and does no requiring you or anyone else to register for an account. It also appears to be both Android and iPhone friendly. Note that, because the CWB and CYI forms have so much content on the page, a person may not be able to fit their full response in the space provided for answering, especially in fields like an email address where a longer response is needed.
- Some other apps will provide similar functionalities; these are listed below in case any of these sound better to you.
 - **PDFfiller:** Note that this app requires someone to access a form via a Box account, google drive, or other platform. The app does not let you easily access a form attached to an e-mail. May require account registration prior to use.
 - **Fill:** Note that, while this app can download for free, account registration and payment may be required after that.
 - **SignNow:** Note that a user will have register for an account, and there may be an associated subscription cost.
- Also remember that there is also an option of completing the form on the phone with someone.

Is there a fillable version of the CR/CYI Participant Information Survey? (Added 4/16/2020)

- Yes. It is on Box under: Evaluation Forms and Training → Evaluation Related Forms → CR CYI Forms → Standalone forms. The file name is 'CR CYI Participant Information Survey_Fillable.'

Additional questions or concerns not addressed in this document?

- Contact Catherine Brown (cbrown@nebraskachildren.org) and Claire Hoff (choff@nebraskachildren.org)