



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?

- 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. If a participant signature can be collected from a participant at a later date, please make reasonable efforts to do so.

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.

Additional questions or concerns not addressed in this document?

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