The purpose of data collection is to gather information for learning, improvement, and to tell the story of your program success and impact. To ensure you do this well and that others can carry these important tasks out if you ever leave or transition from the program, it is important to have written procedures and documentation. A written data collection plan also is a great step to ensuring data validity, reliability, and credibility.

Ultimately, data collection helps your program in so many ways. The data you collect can help you and others ensure the sustainability of an impact focused and high quality program that values learning and making an important change in the lives of communities, individuals, members, organizations, and more. So each year, make sure you come back to this document and revise it as necessary.

| **KEY AREA: Performance Measurements** | | |
| --- | --- | --- |
| **Output – XX** | | **Outcome – XX** |
| **Information You Are Trying to Gather:** | | |
| What are your applicable grant approved performance measurements? | **Output**: XX  What is your **indicator (count or change desired)**: XX | |
| **Outcome**: XX  What is your **indicator (count or change desired)**: XX | |
| **Applicable Rules, Terms, Definitions, Confidentiality, etc. to Follow:** | | |
| Are there any **CNCS or Organization** rules, term definitions, requirements to which you need to adhere?  Yes  No | | Are there any **CNCS or Organization** rules, term definitions, requirements to which you need to adhere?  Yes  No |
| *If yes, please include those requirements in the appropriate space below, including notes about what systems or processes you have in place to ensure they are adhered to: (instrument, timing of instruments i.e. pre and post tests, how to collect and calculate/measure data, key terms, etc).* | | |
| **Instrument Requirements** – are there any **requirements as to WHAT instrument** you must use?  **Specific Requirements:**    **Processes and Systems to ensure you adhere to the requirements:** | | **Instrument Requirements** – are there any **requirements as to WHAT instrument** you must use?  **Specific Requirements:**    **Processes and Systems to ensure you adhere to the requirements:** |
| **Instrument Requirements** – are there any **requirements as to WHEN you administer** the instruments?  **Specific Requirements:**    **Processes and Systems to ensure you adhere to the requirements:** | | **Instrument Requirements** – are there any **requirements as to WHEN you administer** the instruments?  **Specific Requirements:**    **Processes and Systems to ensure you adhere to the requirements:** |
| **Data Collection** – are there any requirements as to **how you count** the individuals or things you collect data on?  **Specific Requirements:**    **Processes and Systems to ensure you adhere to the requirements:** | | **Data Collection** – are there any requirements as to **how you count** the individuals or things you collect data on?  **Specific Requirements:**    **Processes and Systems to ensure you adhere to the requirements:** |
| **Key Terms** – are there any **terms to which you need to adhere**?  **Specific Requirements:**    **Processes and Systems to ensure you adhere to the requirements:** | | **Key Terms** – are there any **terms to which you need to adhere**?  **Specific Requirements:**    **Processes and Systems to ensure you adhere to the requirements:** |
| **Collection Strategy:** | | |
| Type of data collection method (survey, interview, observation, focus group, reviewing existing records or documents, etc.): | | Type of data collection method (survey, interview, observation, focus group, reviewing existing records or documents, etc.): |
| Tool used: | | Tool used: |
| When and how often will you collect the data?  One Time Only  Post-only  Pre and Post  Time Series (collected a number of times during a program period)  Other (please provide details): | | When and how often will you collect the data?  One Time Only  Post-only  Pre and Post  Time Series (collected a number of times during a program period)  Other (please provide details): |
| Comparison Integration:  None  Data will be collected from 2 groups – one group that receives the intervention and one that does not  Data collected will be compared with data collected from a previous year  If comparing data from another group or previous year, what will that process look like: | | Comparison Integration:  None  Data will be collected from 2 groups – one group that receives the intervention and one that does not  Data collected will be compared with data collected from a previous year  If comparing data from another group or previous year, what will that process look like: |
| Data Source – from whom are you specifically collecting data? | | Data Source – from whom are you specifically collecting data? |
| Who will collect the data (data collectors)? | | Who will collect the data (data collectors)? |
| What kind of help might you need from others beyond the data collectors? | | What kind of help might you need from others beyond the data collectors? |
| How will data collectors be trained? | | How will data collectors be trained? |
| How will you monitor the data collection process? | | How will you monitor the data collection process? |
| In what ways do you help others to understand why you are collecting this information and its importance to program success and quality? | | In what ways do you help others to understand why you are collecting this information and its importance to program success and quality? |
| Who do you need to inform about the data collection process and how will you do that? | | Who do you need to inform about the data collection process and how will you do that? |
| How will you ensure consistency and stability? (How will you make sure data are consistently collected each time – that there are no biases in your data collection?) | | How will you ensure consistency and stability? (How will you make sure data are consistently collected each time – that there are no biases in your data collection?) |
| If applicable, how will you ensure high response rates? | | If applicable, how will you ensure high response rates? |
| **Data Input, Analysis, Storage** | | |
| How is data logged/recorded? | | How is data logged/recorded? |
| What steps, if any, are taken after the data is logged/recorded prior to analysis? | | What steps, if any, are taken after the data is logged/recorded prior to analysis? |
| How is data checked for discrepancies? | | How is data checked for discrepancies? |
| How is data checked for duplication? | | How is data checked for duplication? |
| How is data analyzed? | | How is data analyzed? |
| Where do you store your data? | | |
| What mechanisms do you have to back-up/save your data? | | |
| **Feedback and Learning Loop** | | |
| Who will or might be interested in your results? | | |
| What are your plans for sharing the data collected? | | |
| How will you display the data to others i.e. reports, newsletters, annual report, emails, etc.? | | |
| What will you do to learn from the data to improve, strengthen, or ensure continuation? | | |
| **Final Notes** | | |
| Other Comments/Notes: | | |
| Challenges Anticipated – Do you foresee any potential problems? | | |