

# DATA COLLECTION & PROCESSING



## Collecting the Right Data

Data currently collected by CBCAP State Leads include financial and service delivery data for expenses. For a cost analysis, outcome data, such as improved parent-child relationships, should also be collected. **To conduct cost analysis, complete information on program costs (i.e., equipment, training) and dosage (i.e., number of home visits) are required. For a complete cost analysis, outcome data must be associated with a monetary value.**

### A closer look...

Financial data, which captures expenses spent by a program, is often collected through an invoicing system. Some in-kind donation data is collected, and it may only be reported if it is a part of the grantee's match. All State Leads collect numbers served in programs, due to the Federal funding reporting requirement. Program dosage, like the number of home visits a family receives, should be included in a cost analysis.

During the interview, many State Leads wanted to know the best outcome metrics for their programs, especially outcomes that could be used for their entire portfolio of programs. For example, some State Leads are currently collecting outcome data relating to prevention, like the number of children **without** reports of abuse or neglect.

# Quality Data Collection

Time-sensitive data collection methods should be woven into daily workloads, which can help alleviate inconsistent data collection across programs. **Quality data collection can improve by introducing regular trainings for staff on data collection.** Trainings should educate staff, while remaining time-sensitive and manageable within the workflow.

## A closer look...

Since the majority of staff time consists of delivering services, manageable ways to collect data should be practiced. This is especially needed in smaller organizations where there is typically less funding to pay for additional staff time.

Staff turn-over increases the need for training on accurate data collection. And training among all staff should address appropriate handling of confidential data.



[We] work with the sites on data collection and consistency...It's just a number [of ways] that we make ourselves available to the sites. That's hopefully one of the things that we've also done right.

- CBCAP State Lead Interviewee



# Storing & Processing Data

Data management systems are needed to handle the varying types of data collected across programs. **Utilizing data management systems will contribute to easier-to-do cost analyses.**

## A closer look...

Data management systems will help organize data. Providers need an easily-to-edit tool that is readily available for organizing data.

Using web-based data collection systems eliminates the challenges of organizing data into usable formats. By using web-based data collection systems, programs may save time and valuable resources.



[We] identified key elements of the data that we want entered to the website...all of the formulas [are] in there...and [we] make an estimate of what the cost is to the community and society.

- CBCAP State Lead Interviewee

