

Data Schedule for sites not using PFSODS

To make data sharing as convenient as possible, the KU-CPPR team will work with your site to integrate data sharing into your current data collection and reporting processes as seamlessly as possible. Regardless of the process used to share data, you must have all data collected each month submitted to KU-CPPR by the date and time listed in the “Due Date” column. We will provide monthly reminders via email before the due date. If you are unable to make the deadline, please email the KU-CPPR team at pfs@ku.edu as soon as you are aware of the situation.

<i>Collection Window</i>	<i>Due Date</i>	<i>Instructions to Submit Data</i>
<i>Surveys administered March 1-31</i>	Friday, April 15 8:00 P.M. Central Time	<ol style="list-style-type: none"> 1. Ensure that all surveys administered by your organization are recorded in your data storage system monthly. <ul style="list-style-type: none"> • If you are using the paper version of the SPFS-2, you will need to ensure that all collected surveys are entered into your data storage system before the specified due date each month. • If you are using an electronic PFS collection system that is not the PFSODS (i.e. DAISEY), please ensure that the surveys collected are accurately entered (i.e. the number and type of surveys accurately reflect the number of families/individuals surveyed). 2. Submit your data to KU-CPPR <ul style="list-style-type: none"> • If you are using DAISEY, the KU-CPPR team will retrieve your data directly from DAISEY within two business days following the due date. • If you submit your data in aggregate, the KU-CPPR team will do an initial review your data within two business days of receiving your data. 3. If the KU-CPPR team notices any issues with your data that require a timely response, we will either call or email your primary POC. If there are low-priority issues, we will address them with you during the monthly check-in call.
<i>Surveys administered April 1-30</i>	Friday, May 13 8:00 P.M. Central Time	
<i>Surveys administered May 1-31</i>	Wednesday, June 15 8:00 P.M. Central Time	
<i>Surveys administered June 1-30</i>	Friday, July 15 8:00 P.M. Central Time	
<i>Surveys administered July 1-31</i>	Friday, August 12 8:00 P.M. Central Time	
<i>Surveys administered August 1-31</i>	Friday, September 9 8:00 P.M. Central Time	

Data Schedule for sites using PFSODS

To make data sharing as convenient as possible, the KU-CPPR team asks that you add one of the two field test project coordinators as a staff member within your agency's PFSODS account. This will allow the project coordinator to retrieve data directly from the PFSODS system each month to reduce your workload. Additionally, this will allow more timely technical assistance and troubleshooting during the field test. We will access only the data relevant to the field test, provide monthly reminders via email before retrieving this data, and provide a reminder to remove us as staff members at the conclusion of data collection. If you are unable to make the deadline, please email the KU-CPPR team at [pfs@ku.edu](mailto: pfs@ku.edu) as soon as you are aware of the situation.

<i>Collection Window</i>	<i>Due Date</i>	<i>Instructions to Submit Data</i>
<i>Surveys administered March 1-31</i>	Friday, April 15 8:00 P.M. Central Time	<ol style="list-style-type: none"> Ensure that all surveys administered by your organization are recorded in the PFSODS database monthly. <ul style="list-style-type: none"> If you are using the online version of the SPFS-2, the PFSODS database will automatically record each survey as it is completed. If you are using the paper version of the SPFS-2, you will need to ensure that all collected surveys are entered into the PFSODS database by the specified due date each month. Submit your data to KU-CPPR. <ul style="list-style-type: none"> The KU-CPPR team will retrieve your data directly from PFSODS within two business days following the due date. If the KU-CPPR team is unable to access your data, we may request that you run a report to retrieve the data from PFSODS and submit it directly to KU-CPPR. If there are any technical problems retrieving your data, we will either contact you via email or resolve them during the monthly check-in call, depending on urgency. The KU-CPPR team will review your data. <ul style="list-style-type: none"> If the KU-CPPR team notices any issues with your data that require a timely response, we will either call or email your primary POC. If there are low-priority issues, we will address them with you during the monthly check-in call.
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