PCCD Required Data Collection & Reporting Process
Big Brothers Big Sisters (BBBS)

Data must be collected and reported to PCCD quarterly. There are two types of Performance Indicators (PIs) for reporting for Big Brothers Big Sisters (BBBS) programs:

1) *Process Indicators:* PIs that assess a program's reach and implementation quality.

   BBBS Example: "Number of New Matches" provides information on the site's progress in recruiting and matching youth to mentors, which provides one indicator of a program's reach.

2) *Outcome Indicators:* PIs that assess the impact of the program on its participants.

   BBBS Example: "Total Number of Youth with Increased Academic Competence" provides information on the impact of BBBS on youth academic performance, which provides one indicator of a program's impact on their participants.

The *Process Indicators* for BBBS must be collected (usually by case managers or administrative supervisors) and reported according to the required PIs for each reporting period. To collect the necessary data, use internal tracking systems. It is important to put appropriate tools in place before implementation begins so that data can be collected continuously rather than compiled all at once at the end of a reporting period.

The *Outcome Indicators* for BBBS should be collected using the following survey instruments:

1) **Strength of Relationship (SoR)**, a youth-reported survey designed to assess the strength and success of the relationship between the mentor and mentee
2) **Youth Outcomes Survey (YOS)** a youth-reported baseline and post survey designed to examine changes in youth outcomes during their BBBS participation.

The EPISCenter has developed a spreadsheet for Outcomes Analysis and PCCD Quarterly Reporting that is required to track and report both process and outcomes data. This spreadsheet can be found on the EPISCenter website on the BBBS Evaluation Tools webpage.

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Administration Timeline for Evaluation Tools*:

- The **SoR** should be administered to youth as directed by Big Brothers Big Sisters of America (BBBSA) and reported on when a youth reaches a 12-month anniversary.
- The **YOS** should be administered to youth at intake (baseline) and each time they reach a 12-month anniversary.

*See BBBSA Administration Guidelines for more detailed information

Reporting:

All ***Process Indicators*** should be reported quarterly. For ***Outcome Indicators***, sites should report during the reporting period that youth have completed the specified survey and analysis of the survey is complete. For example, if 5 youth completed the SoR survey during the reporting period and the surveys are analyzed, the site should report on those 5 youth for the PM titled "Number of Youth Satisfied with their Mentor Relationship" during that reporting period. If no youth completed the SoR during the reporting period, the site will not report on any youth for "Number of Youth Satisfied with their Mentor Relationship."

Please contact your technical assistance provider at the EPISCenter (814-863-2568) if you have any questions related to the data collection process.