



**PCCD Required Data Collection & Reporting Process**  
**Strengthening Families Program: For Parents and Youth 10-14 (SFP 10-14)**

Data must be collected and reported to PCCD quarterly. There are two types of Performance Indicators/Measures (PIs/PMs) for the Strengthening Families Program: For Parents and Youth 10-14 (SFP 10-14):

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

SFP 10-14 Example: “Number of Adults That Participated in the Strengthening Families Program” provides information on the site’s progress in recruiting and enrolling parents/caregivers into their programs, which is one indicator of the program’s reach.

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

SFP 10-14 Example: “Number of Parents/Caregivers with Increased Youth Monitoring” provides information on the impact of SFP 10-14 on parents’/caregivers’ ability to monitor their youth, which is one indicator of the program’s impact on its participants.

The **Process Indicators** for SFP 10-14 must be collected (usually by the program coordinator, on-site arranger, and/or facilitators) and reported according to the required PIs for each reporting period. To collect the necessary data, use the following:

- 1) **Internal tracking systems**
- 2) **EPISCenter Family Identifier Attendance Record Sheet**
- 3) **EPISCenter SFP 10-14 Fidelity Observation Forms**

The **Outcome Indicators** for SFP 10-14 should be collected using the following survey instruments:

- 1) **EPISCenter Family Identifier Attendance Record Sheet**
- 2) **EPISCenter SFP 10-14 Pre and Post Parent/Caregiver Survey**
- 3) **EPISCenter SFP 10-14 Pre and Post Youth Survey**
- 4) **EPISCenter SFP 10-14 Retrospective Survey** (to be used only with participants not completing a pretest)

Information from the EPISCenter Family Identifier Attendance Record Sheet, the EPISCenter SFP 10-14 Fidelity Observation Forms, and the EPISCenter Parent/Caregiver and Youth Pre and Post Surveys is to be entered into the **EPISCenter SFP 10-14 Spreadsheet for Outcomes Analysis and Reporting** (located on the Evaluation Tools for SFP 10-14 section of the EPISCenter website.) Specific instructions for using the spreadsheet to report both Process and Outcomes Indicators in your PCCD quarterly report are



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located on the instructions tab of the EPISCenter SFP 10-14 Spreadsheet for Outcomes Analysis and Reporting.

Sites are encouraged to review the **EPISCenter SFP 10-14 Spreadsheet for Outcomes Analysis and Reporting** to determine the type of data that needs to be collected prior to implementation. 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. Sites are also encouraged to participate in available training to gain a complete understanding of the data entry and reporting process.

### ***Administration Timeline for Evaluation Tools:***

- The **EPISCenter Family Identifier Attendance Record Sheet** should be used at each session of each 7-week program to track participant attendance and survey completion. The form is also used to code the required surveys.
- **EPISCenter SFP 10-14 Fidelity Observation Forms:** A minimum of 2 parent, 2 youth, and 2 family components should be observed during a 7-week program by a certified facilitator. There is a specific fidelity form for each lesson; the form corresponding to the lesson being observed should be used.
- The **EPISCenter SFP 10-14 Parent/Caregiver Survey** should be administered to all participating parents/caregivers. Coded pre-tests should be administered to the caregivers at the start of the first parent session. Coded post-tests should be administered in family session 7. Facilitators are encouraged to read the surveys aloud and to circulate to assist participants in completing the surveys.
- The **EPISCenter SFP 10-14 Youth Survey** should be administered to all participating youth. Coded pre-tests should be administered by the facilitators at the start of the first youth session. Coded post-tests should be administered in family session 7. Facilitators are encouraged to read the surveys aloud and to circulate to assist participants in completing the surveys.
- If a family does not attend Session 1 (and therefore did not complete a pre-test), but does attend at least 5 of the 7 sessions, these parents/caregivers and youth should be administered the **EPISCenter SFP 10-14 Retrospective Survey**. ***The retrospective version of the surveys should not be used under any other circumstance without consulting the EPISCenter.***

### ***Reporting:***

Reporting to PCCD is required quarterly via the E-grants system. Every quarter, grantees are required to save and attach in E-grants their completed **EPISCenter SFP 10-14 Spreadsheet for Outcomes Analysis and Reporting**.



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The majority of the ***Process Indicators*** are only reported if a program(s) ends during the reporting period with the exception of “Number of New Facilitators Formally Trained & Certified” and “Number of Reports to the Collaborative Board”, which are reported every quarter. Fidelity observation form data should only be entered if a program(s) ended in the quarter.

For ***Outcome Indicators***, sites should enter data from the youth and parent/caregiver pre and post surveys only if a 7-week SFP 10-14 program(s) ended during the reporting period. If no programs were completed during the quarter, the site will report zeros for each of the Outcome Indicators.

Sites are also required to submit a summary outcomes report in the third quarter of year 2. It is important to put appropriate tools in place before implementation begins, so that systems for collecting and tracking all the required data can be established. The outcomes report template and guidelines for reporting can be accessed on the EPISCenter website.

**Please access the EPISCenter website to download or view the outcome measurement tools at:  
<http://www.episcenter.psu.edu/ebp/strengthening/outcomemeasurementtools>**

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