

Parent-Child Assistance Program

Box 359112, University of Washington School of Medicine, Seattle, WA

Procedures for Data Collection — Data Coordination Tracking Sheets

► Keep Data Coordination Tracking Sheets up-to-date in an on-site notebook dedicated to data collection records.

When data forms are received (i.e., completed and handed in):

1. Update appropriate data coordination tracking sheet by writing date received.
2. Check form for missing data (i.e., blanks) and legibility.
3. File form in the appropriate place to await delivery to Seattle FADU office.
4. Submit data packet (with copies of relevant tracking sheets) to FADU **every two weeks**.

VERY IMPORTANT→ Send a copy of the appropriate data coordination sheet(s) (with dates of forms included in the packet highlighted) along with each batch of data as a receipt and to provide information on the status of data collection. Write date packet sent/delivered on the copy.

Tracking Data — Things to Do

ON DAY OF ENROLLMENT (Do That Day)

1. Assign Family ID
2. Prepare the Data Coordination Tracking Sheets:
 - **BASELINE DATA SHEET** Record 1) Woman's initials 2) Enrollment date 3) Family ID 4) Target child birthdate or due date and 5) Advocate assigned
 - **MONTHLY DATA SHEET** Each advocate will have her own sheet showing her full caseload.
On the appropriate advocate's sheet: Record for each client
1) Woman's initials and 2) Family ID
As new clients are added, draw a line through the monthly boxes up to when the first monthly update will be due.
Once clients pass their exit date, a monthly update is no longer required, instead use the Missing Post-Exit form.
 - **4 & 6-MONTH DATA SHEET** Record 1) Family ID 2) Date of Enrollment 3) Projected target dates for the major data collection points for Goal (G) & Biannual Documentation (B) forms:

4-mo (G)	6-mo (B)	8-mo (G)	12-mo (G & B)
16-mo (G)	18-mo (B)	20-mo (G)	24-mo (G & B)
28-mo (G)	30-mo (B)	32-mo (G)	36-mo (G & B)

Each client should have ALL data-due dates through the end of her participation filled in at this time.

ONGOING

- **WEEKLY ADVOCATE TIME SUMMARY TRACKING SHEET**
List advocates in left column. Six months worth of forms and all advocates are shown on the same sheet.

AS NEEDED

- **SUBSEQUENT BIRTH FORMS TRACKING SHEET**
List information as event occurs.

See individual Data Coordination Sheets for additional instructions, deadlines for submission, etc.

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Data Tracking — PCAP Data Collection Instruments

- **Baseline (Enrollment) Data**

Submit within 1 month of a woman's enrollment:

- CSQ (submit this form ASAP)
- ASI, Part A (client)
- Biological Children Form
- Difference Game
- Difficult Life Circumstances (DLC)

Submit within 2 weeks of a target child's birth:

- ASI, Part B (target child)

- **Gathered Weekly**

Submit every 2 weeks with data packet:

- Weekly Advocate Time Summary Sheets

- **Gathered Monthly**

Submit within 2 weeks of date due.

- Monthly Updates
- Missing Post-Exit Forms (for clients past-exit date without Exit Interview)

- **Gathered Every Four & Six Months**

Submit within 1 month of date due:

- Goal sheets (every 4 months)
- Biannual Documentation of Client Progress (every 6 months)

- **Gathered at Exit (36 months)**

Submit within 1 month of exit from program:

- Client Close-out Form (replaces Advocate Exit Interview)
- Exit ASI and Advocate/Client Relationship Survey (exit interviewer will turn in)

- **Gathered as Applicable**

Submit ASAP as appropriate:

- ◆ Native American Questionnaire (at Enrollment)—Native Americans only
- Subsequent Birth Form—When subsequent baby is born
- ◆ Update of Mental Health Diagnosis—When new diagnosis is made
- ◆ Update of FAS/FAE Diagnosis—When diagnosis is made or discovered
- ◆ Notification of Death—When a client or target child dies

Include copy of data tracking sheet with data packet. Dates turned in to supervisor are noted on tracking sheet. Highlight the dates of forms in a given batch of data on the copy of the tracking sheet that is sent in with the data.

◆ These forms are submitted for data entry, but do not require a copy of a data collection tracking sheet to be sent with them. (There are currently no official tracking sheets for these forms, though you may make your own.)