

**Strategic Prevention Framework Partnerships for Success (SPF-PFS)
Data Mini-Grantee Data Planning and Reflection Template**

Name of County and Coalition: Adams County, Adams County Medical Foundation

Taking time to consider ways to improve your data collection process is important to the sustainability of your collection. Reach out to staff, site coordinators, and administrators at your collection locations to get a better understanding of ways to improve your future data collection efforts.

18-25 Data Collection

For each partnering organization or specified event, list identified barriers or challenges to data collection, or ways your coalition could have ensured data collection was more successful with this partner.

Partnering Organization or Event	Lessons Learned
Adams-Brown County Women, Infants and Children (WIC)	This organization placed the survey in the packet that people complete whenever they access services. As a result, all people 18-25 completed the survey through this organization.
Adams County Ohio Means Jobs	This organization placed the survey in its intake packet that people complete when they access services. As a result, all people 18-25 completed the survey through this organization. Personnel stated that they could have collected more surveys if the survey period remained open.
Adams County Fair	Incentives were welcome but there were few eligible respondents.
Manchester Local School District Health/School Readiness Fair	No respondents. The Health Fairs may not have the 18 to 25 age groups in attendance. We will attempt again in 2018.
Adams County/Ohio Valley School District Health/School Readiness Fair: North Adams	No respondents. Same as above
Adams County/Ohio Valley School District Health/School Readiness Fair: West Union	No respondents. Same as above
Adams County/Ohio Valley School District Health/School Readiness Fair: Peebles	No respondents. Same as above

Partnering Organization or Event	Lessons Learned
Adams County Department of Job & Family Services (DJFS)	This organization did not include the surveys with its intake packets. As a result, caseworkers and other staff did not focus on having eligible people complete the survey. DJFS is under new management so ACMF will approach the new leader and to modify the process for identifying respondents and collecting their completed surveys.
Southern State Community College	This organization was a very willing partner. Students who complete the survey will be offered a small incentive.
Manchester Local Schools, Manchester Educational & Activity Center (MEAC) Second Collection	This organization was a very willing partner. Students who complete the survey will be offered a small incentive.

List any lessons learned related to how your coalition worked with these organizations:

Ensure each organization has a supply of surveys or that they maintain a master. Remind all personnel that the organization agreed to include it in the intake or service access packets. Include surveys during the fair at the Health & Wellness Coalition booth with water as an incentive.

School-based Data Collection

List each school and identify any barriers or challenges that presented during data collection with this site, or ways your coalition could have ensured data collection was more successful at this location.

School	Lessons Learned
Peebles High School	Remind the schools that they agreed to perform the survey and make certain we have the contact information for the person who has been delegated the responsibility in addition to the principal.
North Adams High School	This school had many opt-out forms returned. The principal talked with some people who said they just signed it with all the other forms in the beginning of the school year packet. In the future, if we just include a notice that parents can opt-out by emailing or by phoning the school, it is likely they will not opt-out their student(s).
West Union High School	Survey went as planned.

School	Lessons Learned
Career and Technical Center	Survey went as planned.
Manchester High School	Survey went as planned.
All high schools	Having a lunch meeting with the principals, administrative personnel and superintendents led to relationship building that will make it easier to coordinate the survey effort in 2018. We were also informed that the principals meet monthly and we were invited to that meeting whenever we had information to communicate or whenever we need questions answered.

Please list any changes your coalition will make when working with the individual schools that could improve data collection:

Based on the schools' suggestions the opt-out forms will include information about school personnel that parents may contact to opt-out. These forms will require a signature that the parent was notified they could opt-out and that the parent was provided information to initiate the opt-out for his/her student(s).

Please list any changes your coalition could have made when working with the school districts within your county that could have improved data collection:

Begin working with the principals prior to the end of the school year and meet with them again as soon as they return in the summer. Attend each district's monthly administrative meeting in August and in September. Have them provide the contact information of any personnel delegated to handle the survey during that meeting or have them include that person in the meeting. Contact this person independently to explain the process and to answer any questions s/he may have.

Overall Improvements

Please list any other changes to your data collection process that your coalition has identified that would improve the number of participants or long-term sustainability of your data collection:

Southern State Community College was a strong data collection point. However, more than 50% of the students are dual-credit high school students attending college who we may be missing because they do not attend their high schools.

If surveys are collected during the fair, meet people prior before the entrance and offer either the incentive or include as an incentive a discounted entry fee.

Continue working to engage the faith communities in data collection of the 18-25 age group.

Change the opt-out process so parents will not sign that they opt-out without understanding the survey.