# Data Collection & Program Reporting

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DILLINGER
RESEARCH & APPLIED DATA INC.
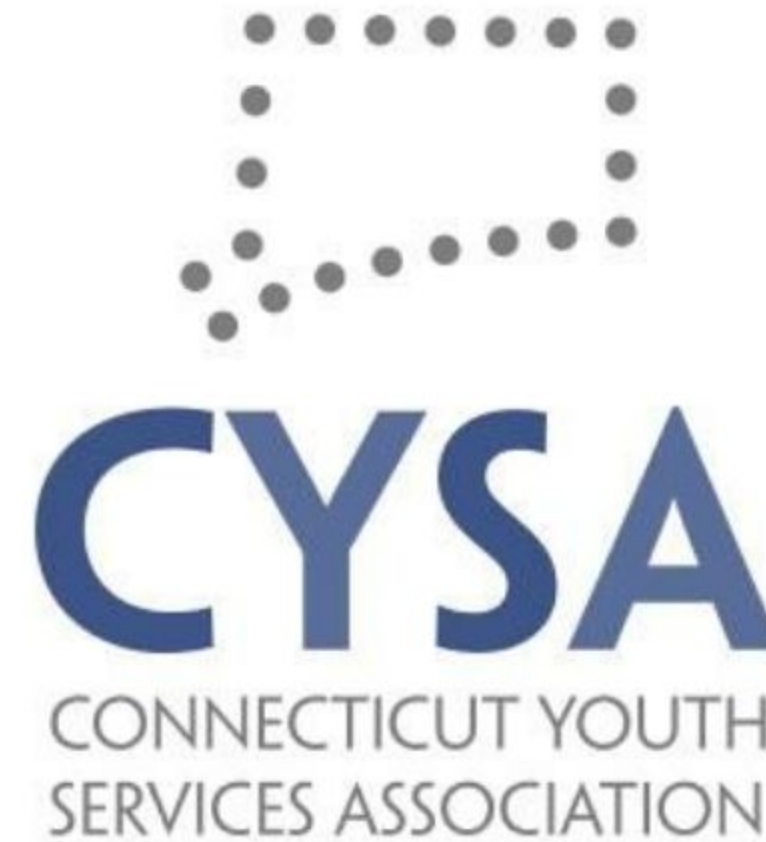
# Data Collection & Submission: Frequency

**Data is now collected and submitted to DCF on a quarterly basis.**

Data is collected approximately **one month after the quarter ends** and should include all **reporting year data to-date\*.** This allows updates to be captured and additions to be made if needed.

*Ex. A 2025 3rd quarter submission due in April should contain data collected from July 1, 2024 through March 31, 2025.*

# Data Collection & Submission:  DATA

**Everyone submits:**

- Revenue information
- Collaborator information

*These categories are only required to be submitted at the end of the year.*

**Depending on what your YSB does, you may also submit:**

- Tier 1 Program and Event data
- Tier 2 Services data
- JRB data
- OHIO Scales

# Data Collection & Submission: BEST PRACTICES

- **Dates are important!**

  - *Dates of Service, Program/Event dates, All JRB dates from Referral to Closeout are all helpful and important details to your YSB reporting.*

- ***Itemize Entries***

  - *Data should **not** be submitted in summary. EX. Collaborators, Tier 1 Programs and Events, Revenue Financials should all be listed as individual entries for every occurrence.*

- **Check for Duplicates**

  - *If you have multiple staff entering data, make sure you do not have **identical** entries. Returning youth across reporting years **are not considered duplicates**, but this is why DATES are important!*

# Submitting Data: Different System, Different Process

**Organizations that need to Upload their data via the google form, then fill out the verification form.**
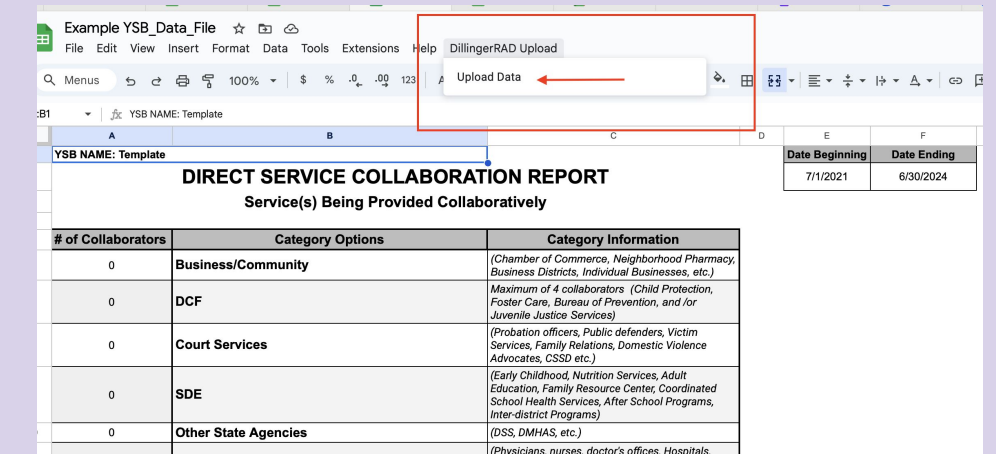
*These organizations are using a system that requires an upload of their data files and do not have a Data Sharing Agreement with DillingerRAD*

- Bridgeport
- Enfield
- Guilford
- Hamden
- Hartford
- Milford
- New Haven
- Norwalk
- South Windsor (partial)
- Stonington
- Trumbull
- Waterford
- Watertown
- West Hartford
- Westport
- Wilton (partial)

**Organizations that need to initiate an Export of their data via the town hosted google app, then fill out the verification form.**

*These organizations that do not have a Data Sharing Agreement DillingerRAD and are using the Google App built by Dillinger that has been updated with a direct export process*

- Branford
- East Haddam
- Mansfield
- New Milford
- Shelton
- Weston



**All other YSBs not listed here only need to make sure their data is in their system and complete the verification form.**

# Why do we need to fill out the Verification Form for every submission?

**EVERY YSB IS DIFFERENT IN TERMS OF WHAT SERVICES THEY OFFER, HOW OFTEN THOSE SERVICES ARE UTILIZED THROUGHOUT THE YEAR, AS WELL AS THEIR INTERNAL CAPACITY FOR TIMELY DATA REPORTING**

The Verification form lets us know that your data is ready for quarterly submission but also, what to expect:

- what data you typically collect*
- what categories of data are ready to report for the timeframe
- what data might be incomplete and why

*Several YSBs submitted conflicting reports on what that they typically collect (and don't collect) for different areas (Tier 1, Tier 2, JRB, OHIO Scales, etc) resulting in necessary follow up. Please take the time to answer accurately.

# Google App Users: Common Questions

When can I start entering new data after a submission and why is my old data still there? How do you separate the reporting years?

- If you are utilizing the **forms** to submit your data, a time stamp will automatically be generated.
- If you are entering data *directly into the spreadsheet* be sure to **include a date in the timestamp column** to help keep track of when data was entered.

**These fields, as well as dates collected in the data set, allow the data to be filtered by reporting year.** Previous years data serves as a historical record and can be used for multi-year reporting internally or to stakeholders.

*CYSA Veoci users: a time stamp is generated automatically and multiple years of data will be stored within the system but can be filtered.*

# Other System Submissions

If you are working on a unique system (*Apricot, KidTrax, Recdesk, Town-hosted Veoci, etc*) **we highly recommend that you start capturing and reporting details such as program, event and service start and end dates**.

*These details will likely be required in the future and will lend more clarity to what is submitted and reduce the follow up necessary to report your data to DCF.*

**Other Considerations:**

- Quarterly submissions should always be Reporting **Year-to-Date**

- Make sure you are not including data from the **previous year(s) submissions** not relevant to the current year

- **You are responsible for the quality and completion of your submission.** But we are always here to help in any way we can within the limitations of our relationship with your organization. *(presence of a Data Sharing Agreement)*
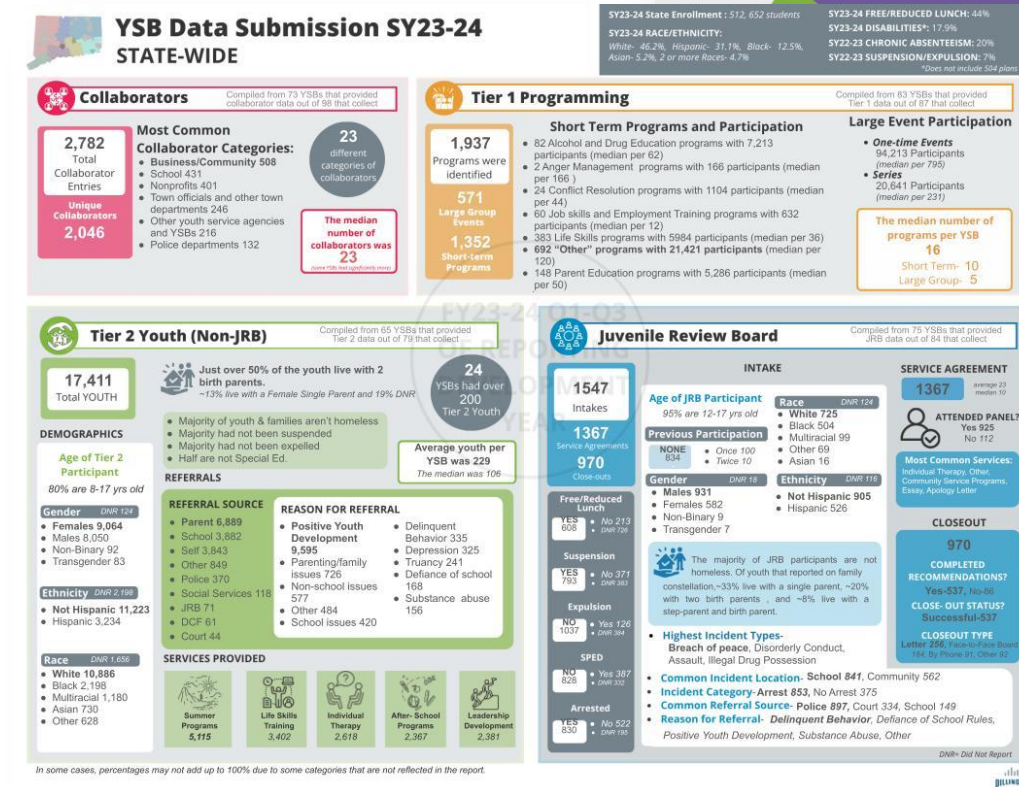
# Sharing Data Back

We will continue to share quarterly reports.

The SY2324 YEAR END DATA REPORT will be available soon.

# Questions?