Student/Family/Staff Engagement and Data Tracking
Learning Goals

► Identify tools for remote data collection for engagement
► Determine metrics for which you want to collect data
► Summarize best practices in remote data collection
Agenda

► Background on ACT Now
► Why Remote Data Collection
► Best Practices in Remote Data Collection
► Survey Tools
► Data Tools and Practices For
  ► Students
  ► Family
  ► Staff

ACT NOW!
Afterschool for Children and Teens
What is ACT Now?

- A statewide coalition (with a counterpart in every state) that provides advocacy and professional development support for afterschool programs and community schools

- Policy
- Quality
- Professional Development
- Community Schools
- STEM

ACT Now! Afterschool for Children and Teens
Why Remote Data Collection

► Helps to determine that you are providing the right resources, services, and programming
► Examine your engagement
► Make sure you are using the right outreach strategies
► Determine if you are meeting your goal
► Helps you to improve
► Communicate your impact

Keep in mind you may need to pivot right now!
Best Practices in Remote Data Collection

► Planning is key!
► Keep your goals in mind
► Be careful not to overwhelm families, staff, … or yourself!
  ► Think about what others are going through
► Ascertain what funders really need to know
► It looks different everywhere
► Be aware of staff and families available technology
► Determine the best pathways and timing to contact your audience
► Follow up with your audience (i.e. calls and texts)
► Tailor your questions to your audience
► Ensure collaboration

► Tips and Tools for Remote Qualitative Data Collection:
  ► https://tracs.unc.edu/docs/engagement/Tips_and_Tools_for_Remote_Qualitative_Data_Collection_20200401.pdf
Creating Survey Questions

- Avoid technical terms
- Be specific
- Avoid complex sentences
- Provide reference frames
- Answer choice should anticipate all possibilities and be unique
- Avoid leading or emotional questions
Survey Tools

- Google Forms
- Kahoot!
- SurveyMonkey
- bitly

ACTNOW!
Afterschool for Children and Teens
Remote Data Collection By Audience

Students  Families  Staff
# Remote Data Collection for Students

## Why
- Determine what they need/want
- Figure out if they are using your resources/services
- Give them voice
- Make sure they hear from you

## When
- During programming
- Through their teachers (or just ask the teachers)

## Where
- Social media
- Poll
- Send out a survey

## What to Track
- Remote learning hours
- Check ins
- Social media engagement (views, shares, likes)
- Meals
- Activity packets
- Remote learning agreement
- Who is contacting the youth
Student Engagement Tracker

- [https://docs.google.com/spreadsheets/d/1nG7Qy5r1GbKDtav1g8efk15Mr2A-a1lIcFYE7yLHqKw/edit#gid=1709744959](https://docs.google.com/spreadsheets/d/1nG7Qy5r1GbKDtav1g8efk15Mr2A-a1lIcFYE7yLHqKw/edit#gid=1709744959)

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<table>
<thead>
<tr>
<th>Name of Youth</th>
<th>Remote Learning Contract Agreement</th>
<th>Staff Member</th>
<th>Type of Interaction</th>
<th>Attendance/Contact Hours</th>
<th>Check-In/Well-being</th>
<th>Meals Received</th>
</tr>
</thead>
</table>
Student Interest Survey


Student Interest Survey

1. Name
2. Grade
3. What would be the most helpful thing for your afterschool program to provide right now?

Technology

4. Do you have access to a computer at home?
   a. Yes
   b. No
5. If you have a computer, how many people do you share it with?
6. Do you have access to internet at home?
7. How do you most often access the internet?
   a. Phone
   b. Tablet
   c. Computer
   d. Other
8. How easy is it for you to access the internet?
   a. Very easy
   b. Somewhat easy
   c. Somewhat hard
   d. Very hard

Remote Learning

9. How has remote learning been going?
10. I find online learning to be
   a. Very easy
   b. Somewhat easy
   c. Somewhat hard
   d. Very hard
11. I understand my assignments and what I need to do
    a. Most of the time
    b. Some of the time
    c. Very little of the time
    d. Almost never
12. If I am not able to complete an assignment or don't check in for attendance it is because

Well-Being

13. Lately I have been feeling
    a. Worried
    b. Bored
    c. Stressed
    d. Tired
ASM Student Data

What Can You Do With This Data

► Design Programing
► Determine Check Ins
► Choosing the Right Vendors/Partners
Remote Data Collection for Families

<table>
<thead>
<tr>
<th>Why</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Determine what they need/want</td>
<td>• When they are picking up meals</td>
</tr>
<tr>
<td>• Figure out if they are using your</td>
<td>• When is convenient for them</td>
</tr>
<tr>
<td>resources/services</td>
<td></td>
</tr>
<tr>
<td>• Build a connection</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Where</th>
<th>What to Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Phone</td>
<td>• Check ins</td>
</tr>
<tr>
<td>• Social media</td>
<td>• Parent class attendance</td>
</tr>
<tr>
<td>• Email</td>
<td>• Social media</td>
</tr>
<tr>
<td></td>
<td>• Who is contacting that person</td>
</tr>
<tr>
<td></td>
<td>• Permission/Consent</td>
</tr>
<tr>
<td></td>
<td>• Follow up/referrals</td>
</tr>
<tr>
<td></td>
<td>• Needs</td>
</tr>
</tbody>
</table>
Family Engagement Tracker

https://docs.google.com/spreadsheets/d/1dayP4AnC70srqQbkVT83KsJaEW0fXC5R4umTwy6ij4/edit#gid=541890420

<table>
<thead>
<tr>
<th>Week 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Youth</strong></td>
</tr>
<tr>
<td>Jane Doe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Phone Call/Text Message</strong></th>
<th><strong>Date Contacted</strong></th>
<th><strong>Notes</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Email</strong></th>
<th><strong>Date Contacted</strong></th>
<th><strong>Notes</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Social Media (Like, Comment, Follow)</strong></th>
<th><strong>Date Contacted</strong></th>
<th><strong>Notes</strong></th>
</tr>
</thead>
</table>
Community Needs Assessment


<table>
<thead>
<tr>
<th>Name (Link Included)</th>
<th>Cost</th>
<th>Security Features</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Calls/Texts | FREE | Office line should be secure
Lack of privacy and security if communicating from personal phone number | • Use of office line
• Text messaging from work or personal phone |
| Facebook | FREE | Private invite-only groups
If not set properly anyone can access ‘Facebook Live’ content sharing | • Messenger and chat feature
• Create a group feature |
| Google Hangouts | FREE | Multiple two-step verification data points
Equip to handle peak demands and potential growth | • Video call, voice call, text message
• Accessible on most devices |
| Instagram | FREE | Two-factor authentication available
Disable login activity which can pinpoint your exact location | • Direct messaging
• Photo sharing application
• ‘24 hr. story’ feature |
| Remind | FREE | Remind sends you numbers and emails-
Two-step verification for youth over 13; two-step plus parent verification under 13 | • Two-way messaging
• In-app translation |
| WhatsApp | FREE | End-to-end encryption on all modes of communication
(End-to-end encryption is intended to prevent data being | • Internationally recognized
• Group chat features-250 person limit
• Voice message
• Document sharing |
What Can You Do With This Data

► Design parent programming
► Advocate to funders/policymakers for community needs
► Refer to the right sources
# Remote Data Collection for Staff

## Why
- Make sure they are supported
- Help them do their jobs

## When
- Staff meetings
- During time sheets
- When is convenient for them

## Where
- Surveys
- Email
- On paperwork they already have to fill out

## What to Track
- How staff is spending time
- PD
- Planning
- Data collection
- Youth/family engagement
- Staff meetings
- Drop offs
- Essential item collection
- **Staff Needs**
  - Checking on staff financial needs
  - Family health
  - Mental health
  - Technology access
- Personal bandwidth-- family obligations, child care
Staff Timesheet

https://docs.google.com/spreadsheets/d/1uA4lwi9gMp4eHsngaVTWn09TbTG-RpLvdKfB8W2CDqs/edit?usp=sharing
Staff Needs Assessment

What Can You Do With This Data

► Mental health resources
► Flexible schedule
► Supervisor support
► Financial/job security
Questions?

Check out:
http://www.actnowillinois.org/covid-19-resources/
ILLINOIS 60 by 25 NETWORK WEBINAR SERIES

Join us next week!

**Topic:** Strategies for Summer Activities & Student Engagement

**Date:** Wednesday, 6/3

**Time:** 9:00 am-10:00 am

**Link to Join:**
https://us02web.zoom.us/j/88074783656?pwd=Sm52b2daUzVHcDE5VDE3MXJOaGozZz09
THANK YOU!

http://60by25.org/covid-19-resources/