

Output Tracking Instructions Family & Community Resource Program

I. Contacts:

- **Evaluator**

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- **St. Louis (West End Community Center)**

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- **Washington County (Irondale, Irondale West, Kingston, LIFE)**

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II. Programs:

- **St. Louis**

- West End Community Center After-School Program

- **Washington County**

- Irondale Computer Lab
- Irondale West Computer Lab (Middle School)
- Kingston Alternative School – Computer Lab
- Life Program:
 - Business meeting (fathers only)
 - Parenting meeting (fathers only)
 - 4-H Activity (fathers, children/youth, & volunteers)

III. Basic Steps:

1. Rob & Jody will e-mail you their output tracking forms by that quarter's deadline
2. If you do not receive the forms in time, let Tammy know and she will contact Rob or Jody.

3. Clean up and compile all information sent into the appropriate spreadsheets (“summary spreadsheets”)
4. If you have questions about the specific programs’ data, contact Rob or Jody directly.
5. After you are finished, forward all summary spreadsheets and any Word forms to Elizabeth Dunn (‘cc’ Tammy).
6. Elizabeth will review all spreadsheets and let you know if there are any corrections.
7. Make corrections if necessary and resend to Elizabeth.
8. Elizabeth will write a paragraph summary for each program.
9. Post the paragraph summaries to the appropriate pages at the following web address: (<http://outreach.missouri.edu/fcrp/evaluation/outputtrack.htm>). Do not post the spreadsheet information to the web.
10. Save a copy of each final version and send a copy to Tammy.

IV. Procedures

For each spreadsheet, do the following:

1. Check to make sure the correct form was used. If not, transfer the data to the correct form (or ask Rob/Jody to do so).
2. Check to make sure the correct date and program name is listed at the top of the form.
3. Unhide the ‘age group’ and ‘total’ columns. To do this, select the column before and after the hidden column. Choose Format, Column, Unhide.
4. Double check to make sure the age group matches the grade column. Grades k-6=0 (child); grade 7-12=1 (youth); adult =2. Contact Rob or Jody if you need to check the accuracy of a grade.
5. Check to make sure the total column is correct.
6. Check for participants who did not participate this quarter (“0” in the total column). If there are any, remove them.
7. Remove extra columns or rows that are not necessary.
8. Sort alphabetically and check for duplicate names.
9. Compute the necessary calculations for each form.
10. Once the form is cleaned up, open the appropriate summary spreadsheet.
11. Add a worksheet for that quarter and label the tab with the appropriate date.
12. Copy the form and paste into the summary spreadsheet.
13. Go to the ‘chart generation’ page.
14. Add a new column and insert the correct date for the quarter you are working with.
15. Copy data from the current quarter’s page into the new column you inserted.
16. Adjust the average column to reflect the new column.
17. Check the charts to make sure they are correct.
18. Make corrections to the charts if necessary.
19. Check over everything one last time before sending to Elizabeth.

20. Forward any explanations about meeting cancellations, lab closings, unusual numbers, etc. that Rob or Jody may have shared with you.

V. Specifics

A. File names should be named as follows: Program, type of file, quarter, year

example: Irondale Volunteers 1st Quarter 2003.xls or Kingston Attendance 2nd Quarter 2003

Usually the file names are correct (or pretty close). You may have to make a few changes. The same naming system should be maintained so we can find the files when we need them.

B. Irondale Attendance – often comes in two parts. Just combine these two sheets into one and then proceed as usual.

C. The LIFE 4-H Activity’s summary spreadsheet is divided into ‘children/youth’ and ‘fathers.’ Check the spreadsheet tabs carefully to make sure you are in the right place. That also means that each quarter you will have to insert **two** new worksheets instead of just one like the other summary sheets.

D. You will receive a Form 7 (Word document) for the Life Parenting program. Simply forward this sheet to Elizabeth when you forward the summary spreadsheets.

E. Formulas/Charts

1. Weekly programs: occur on a weekly basis. The computer lab and after-school programs are weekly programs.

Quarterly Total for Weekly Programs:

Quarterly Totals			Formulas
Total Participant Days		Days	=SUM (total column)
Total Number of Participants		Participants	Manual count
Average Participation Days per Individual		Days	=Total Participant Days/Total Number of Participants
Average Weekly Participation per Individual		Days	=Average Participation Days per Individual/Weeks of Program Operation
Average Participation Days per Week		Days	=Total Participation Days/Weeks of Program Operation
Weeks of Program Operation		Weeks	Manual count
Number of children		Children	Manual count
Number of youth		Youth	Manual count
Number of adults		Adults	Manual count

a) Note about ‘manual count’:

- 1) Total number of participants: You can use the first column of the spreadsheet to help you count the number of participants.

In the first cell of the participant list, type the number 1. In the cell immediately beneath, put in the formula =1+cell immediately above it.

For example =1+A6. Then copy this formula to all the way to the bottom of the list.

Example:

Row	Column A	Column B	Column C	Column D
1		Last Name	First Name	Grade
2	1	Johnson	Bill	3
3	=1+A2	Jones	Bob	4
4	=1+A3	Smith	Carrie	7
5	=1+A4	White	Susie	1

- 2) Also, when counting the number of children, youth & adults, using the “Auto Filter” feature can help. This will allow you to “filter” out groups and will make it easier to count. Highlight the row with the column headings (Last name, first name, grade, age group, etc.). Go to Data, Filter, Auto Filter. Go to the Age Group column and click on the pull down menu that has appeared. Choose 0, 1, or 2 and manually count the number of people in each category. Turn the Auto Filter off by going back to Data, Filter and uncheck Auto Filter.

2. Periodic Programs: occur on a bi-weekly or monthly basis. The LIFE programs are monthly.

Attendance is reported on a meeting basis rather than a weekly participation one.

Quarterly Total for Periodic Programs:

Quarterly Totals			Formulas
Total Participant Days		Days	=SUM (total column)
Total Number of Participants		Participants	Manual count
Average Meetings per Individual		Meeting	=Total Participant Days/Total Number of Participants
Number of Meetings Held		Meetings	Manual count
Number of children		Children	Manual count
Number of youth		Youth	Manual count
Number of adults		Adults	Manual count

3. Volunteers: volunteers are calculated similarly to the other participants of the various programs.

Quarterly Total for Volunteers:

Quarterly Totals			Formulas
Total Volunteer Hours		Hours	=SUM (total column)
Total Number of Volunteers		Volunteers	Manual count
Average Volunteer Hours per Individual		Hours	=Total Volunteer Hours/Total Number of Volunteers
Average Volunteer Hours per Week		Hours	=Total Volunteer Hours/Weeks of Program Operation
Weeks of Program Operation		Week	Manual count

4. Charts

- a) The chart generation page in the summary spreadsheet feeds the correct information into the charts. Every quarter, you will need to add a new column on the chart generation page and include the appropriate information. Type in the correct quarter date for the new column (keep the format the same as the other quarters). You will also need to make sure the ‘average’ column is correct.

When pulling information from a specific quarter into the chart generation page, click the cell where the information goes, type ‘=’ and then click on the appropriate cell from the quarter’s spreadsheet. This will keep your spreadsheet “live” and if you change information in the quarter’s spreadsheet, it will automatically update your chart generation page. (Rows 3-8 and 20-22 for the example below.)

Example:

A	B	C	D	E
1	Irondale Community Computer Lab			
2	Attendance	3rd Qtr, 2003	4th Qtr, 2003	Average
3	Total Participant Days	1141	1296	=AVERAGE(C3:D3)
4	Total Number of Participants	54	63	=AVERAGE(C:4D4)
5	Average Participation Days per Individual	21.1	20.6	=AVERAGE(C5:D5)
6	Average Weekly Participation per Individual	1.6	1.6	=AVERAGE(C6:D6)
7	Average Participation Days Per Week	87.8	99.7	=AVERAGE(C7:D7)
8	Weeks of Program Operation	13	13	=AVERAGE(C8:D8)
9				
10	Total Number of Participants	=C4	=D4	=AVERAGE(C10:D10)
11				
12	Average Participation Days per Individual	=C5	=D5	=AVERAGE(C12:D12)
13				
14	Average Weekly Participation per Individual	=C6	=D6	=AVERAGE(C14:D14)

15				
16	Weeks of Program Operation	=C8	=D8	=AVERAGE(C16:D16)
17	Average Participation Days per Week	=C7	=D7	=AVERAGE(C17:D17)
18				
19	Age Group			
20	Children	18	19	=AVERAGE(C20:D20)
21	Youth	7	14	=AVERAGE(C21:D21)
22	Adults	29	30	=AVERAGE(C22:D22)

- b) The charts should automatically update. However, if you need to make any changes, try the following:
- 1) If all the needed information is not showing up (or to remove information from the chart): Choose Chart, Source Data, & change where the chart is pulling from
 - 2) If a heading needs to be changed: Click on the heading and change the text
 - 3) If the scale going up the 'y' axis needs to be changed, double click on the scale and the 'Format Axis' options will appear. Use another chart as an example if you cannot figure out what scale it should have.
 - 4) Other things: Choose Chart, Chart Options. This holds a variety of options that can be changed. Check here to see if you can find what you're looking for.
 - 5) Use the Help feature if you still can't find what you need. I have usually found what I needed between the Help feature and looking through the various chart features.

F. After Elizabeth reviews and summarizes the data, post her summary to the web at <http://outreach.missouri.edu/fcrp/evaluation/outputtrack.htm>.

Quarterly Checklist:

Every quarter the following summary spreadsheets and additional forms/information should be sent to Elizabeth Dunn.

- ❑ Irondale Attendance
- ❑ Irondale Volunteers
- ❑ Irondale West Attendance
- ❑ Kingston Attendance
- ❑ Form 7 for Kingston training program
- ❑ LIFE Business Meeting
- ❑ LIFE 4-H Activity Attendance
- ❑ LIFE 4-H Activity Volunteers
- ❑ LIFE Parenting
- ❑ Form 7 for Parenting Program (if included)
- ❑ St. Louis West End Center Attendance
- ❑ St. Louis West End Center Volunteers
- ❑ Other information Rob or Jody may include regarding lab closings, cancellations, rescheduling, etc.