



FSII CHECKLIST

Program Name: _____

Calendar Year of Programming Being Recorded: _____

FSII Survey(s) Being Used: _____ and Survey 99 (Post-Survey Satisfaction Questions)

Aim to Start Intake & Pre-Test Surveys by (date range): _____

Aim to Start Post-Test Surveys & Survey 99 by (date range): _____

At the start of your program:

- Collect** intake and pre-test survey data from participants early on when they begin the program.
- Input** completed intake forms and pre-test surveys into FSII.
- Record** clients that completed surveys on **City of Calgary Tracking Sheet** (or a template of your own). Things to track in your records:
 - Initials used (make sure they are clearly stated to avoid misunderstandings when trying to look up a client at a later date).
 - Date of Birth or Age
 - Date Intake and Pre-Survey was completed by the client.
 - Date Intake and Pre-Survey was entered into FSII.

At the end of your program and at regular intervals for ongoing programming:

- Collect** post-surveys from participants (Note: the time span between the pre-survey and post-survey should be ~4-6 months).
- Input** completed post-test surveys and survey 99 into FSII. (Note: you need a minimum of 25 valid matched pairs)
- Record** clients that completed surveys on the City of Calgary Client Tracking Sheet (or a template of your own).

At different points in the year, the FCSS City of Calgary will share the following with you:

- **Program Impact Reports:** run semi-annually and annually – display information currently recorded in FSII for your program (pre-tests, post-tests, demographics).
- **Collective Impact Reports:** run annually – show combined impact of all programs using a specific survey.