Calgary



FCSS Social Inclusion Indicators (FSII)

Data Entry Training

Calgary Community Strategies

FCSS.Indicators@calgary.ca





Links and Resources

Links and Resources for all FSII Users

Link to FSII Application/Website: https://fsii.calgary.ca

Email FSII Questions/Issues: FCSS.Indicators@calgary.ca

FSII User Manual for all Users: FSII User Manual (pdf)

FSII Frequently Asked Questions: FSII FAQ (pdf)

FSII Client Tracking Sheet

FSII Reports (check with your Agency)

Links for FCSS-Funded Programs*	Links for CPIP-Funded Programs**
Resources for FCSS-Funded Organizations	Resources for CPIP-Funded Organizations
FSII Indicator Surveys (FCSS) (pdf)	Siim ohksin: Wahkotiwin Indicator Surveys (pdf)
Theory of Change (FCSS) (pdf)	Theory of Change (CPIP) (pdf)

*FCSS: Family & Community Support Services

**CPIP: Crime Prevention Investment Plan





Training Outline

1. FCSS Background

2. How to enter data into FSII

- Data entry demonstration
- Watch or follow along your choice!

3. FSII Data Entry Issues

4. Questions







Provincial Background:

Family & Community Support Services (FCSS)

What is FCSS?

- Provincial-Municipal funding partnership
 - Partnership between province of Alberta and Municipalities/Metis Settlements
 - Municipality matches at least 20% of provincial investment
- Preventative programs to enhance social well-being of individuals and families

Each municipality decides their own priorities







City of Calgary Background:

Family & Community Support Services (FCSS)

What are the FCSS Priorities at the City of Calgary?

Long Term Outcome:

Enhance social inclusion of Calgarians experiencing vulnerabilities.

Mid-Term Outcomes:

- 1. Social Networks, Support, Capital
- 2. Adult Personal Capacity and Economic Self-Sufficiency
- 3. Family Cohesion/Parenting
- 4. Positive Child and Youth Development
- 5. Indigenous Healing and Wellbeing
- ✓ The City provides funding to preventative social programs that use evidence-based approaches to achieve these goals







City of Calgary Background:

FCSS Calgary Surveys

How do we measure progress?

FSII Indicator Surveys (FCSS)

- √ 51 Surveys help to measure progress toward each of the 5 mid-term outcomes.
- ✓ Indigenous healing/wellbeing surveys are included within mid-term outcomes
- ✓ These surveys are intended to measure your programs contribution to FCSS Collective Impact.
- X These surveys are NOT meant for us to do a comprehensive evaluation of your program. They are only indicators of the mid-term outcomes that we are trying to move forward.

Siim ohksin: Wahkotiwin Indicator Surveys (CPIP)

- ✓ 5 Surveys help to measure progress toward CPIP outcomes
- X These surveys are NOT meant for us to do a comprehensive evaluation of your program.





City of Calgary Background:

FCSS Calgary Surveys

How are the surveys selected?

- ✓ Your Program Manager selects specific surveys (usually 1 or 2) with support from your assigned Partnership Specialist.
- ✓ The surveys are selected based on information found in your program's Theory
 of Change (TOC)

What is a Theory of Change (TOC)?

- ✓ The TOC provides a brief overview of the need, goal, strategy, rationale (evidence/research) and selected indicators (surveys).
- ✓ It is like a contract between the City and your agency.
- Every FCSS funded program must complete a TOC.
- The online documents are updated regularly.
 - Click here to find your <u>FCSS Theory of Change</u> (pdf)
 - Click here to find your <u>CPIP Theory of Change</u> (pdf)

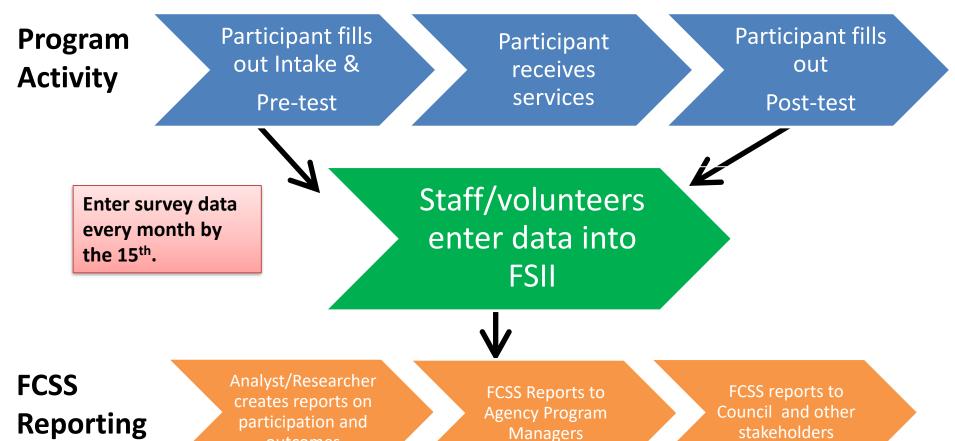


Calgary



outcomes

Data Collection, Data Entry, & Reporting





Data entry is key to this process, without it the reports we run will not paint an accurate picture of the good your program is doing!



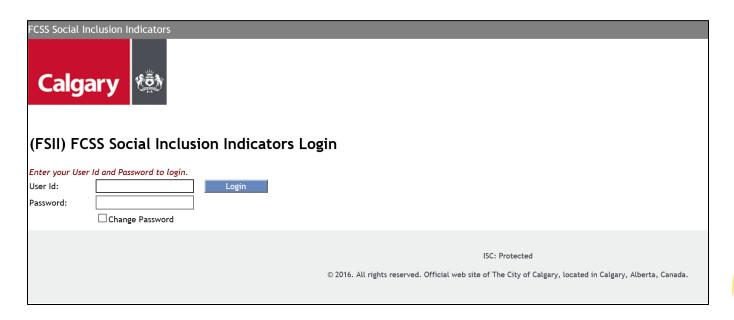


FSII Background

What is FSII?

FSII = FCSS Social Inclusion Indicators

FSII is a data entry system that allows agencies to share client intake data and survey data with FCSS and CPIP





Calgary



FSII Background

What can you see and do in FSII?

What you can see:

- ✓ Program(s) in your agency
- Surveys assigned to your program
- History for clients in your program
 - ✓ Name/number of form
 - Date it was entered
 - X Cannot see answers already entered

What you can do:

- ✓ Enter client data
- X Cannot make changes to data already in system
- ✓ Generate tables for a given time period:
 - Number of clients entered
 - Number of forms entered





Data Entry Demonstration & Practice

How do you enter data into FSII?

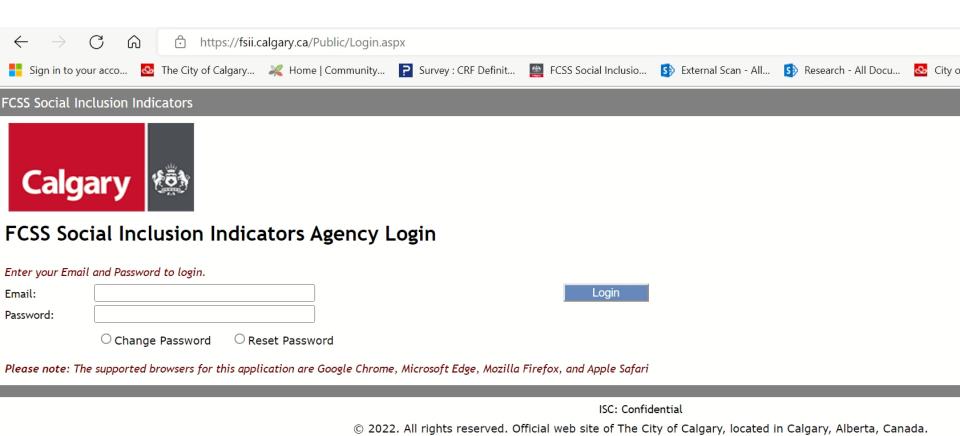
- **❖** Let's enter some data! You decide how you would like to learn:
 - ✓ Watch the demonstration
 - ✓ OR log in and follow along on your own computer
- ✓ If you decide to log in or practice, use the training ID & password below.
- X Do <u>NOT</u> use an FSII account from your agency to follow along or practice. That would skew your data!
- **❖** Do you want to log in and follow along or practice?
 - ✓ Go to: https://fsii.calgary.ca
 - Enter the training user ID and password
 - ID: fcss.indicators@calgary.ca
 - Password: FCSSdata1!







Logging-In, Changing and Resetting Your Password



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Client ID Creation and Search

Calgary Data Entry Client Forms Entered Logout

Data Entry Management

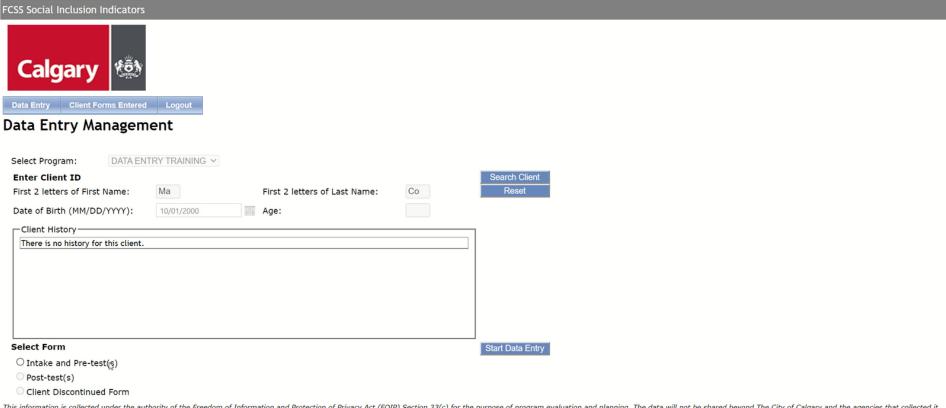
Select Program: DATA	ENTRY TRAINING 🗸			
Enter Client ID				Search Client
First 2 letters of First Name:			First 2 letters of Last Name:	Reset
Date of Birth (MM/DD/YYYY)			Age:	
Client History————				7
		B		
Select Form				Start Data Entry
Intake and Pre-test(s)				
O Post-test(s)				
Oclient Discontinued Form				

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) Section 33(c) for the purpose of program evaluation and planning. The data will not be shared beyon where it will be aggregated, analyzed and reported. The findings will be used to determine overall program effectiveness to improve services for all participants. Completion of demographic and survey data is voluntary information, please contact The City of Calgary FCSS at 403-268-5151 and a Social Planner will return your call.

ISC: Confidential



Entering Intake and Pre-Test Data



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Entering Post-Test Data

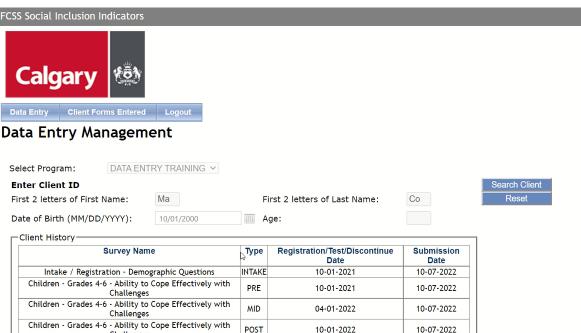
FCSS Social Inclusion Indicators	
Calgary (Silent Forms Entered Logout	
Data Entry Management	
Select Program: DATA ENTRY TRAINING V Enter Client ID First 2 letters of First Name: First 2 letters of Last Name: Age: Client History	Search Client Reset
Select Form	Start Data Entry
○ Intake and Pre-test(s)	
O Post-test(s)	
Client Discontinued Form	
This information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) Section 33(c) for ti where it will be aggregated, analyzed and reported. The findings will be used to determine overall program effectiveness to improve se information, please contact The City of Calgary FCSS at 403-268-5151 and a Social Planner will return your call.	the purpose of program evaluation and planning. The data will not be shared beyond The City of Calgary and the agencies that collected ervices for all participants. Completion of demographic and survey data is voluntary. If you have any questions about the use of the

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Discontinuing a Client



10-01-2022

Select Form

Intake and Pre-test(s)

O Post-test(s)

O Client Discontinued Form

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10-07-2022

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Start Data Entry

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Client Forms Entered

Start

Reset



Client Forms Entered

Select Program: DATA ENTRY TRAINING
Select date range that forms were entered (submitted) into FSII:

Start Date: (MM/DD/YYYY)

End Date: (MM/DD/YYYY)

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Data Entry: Initials & Date of Birth

How can I keep Initials and Date of Birth consistent? And why is this so important?

Here are 2 tips to help you keep client details consistent:

- ✓ Note down initials and Date of Birth on the intake form (see below).
- ✓ Be sure to fill in the client tracking sheet we will be sending this to you after the training.

Why is this so important?

- Client initials and date of birth are used to search for clients in FSII
- ❖ If the client initials or date of birth are not consistent, you will not be able to find your client in FSII (and we might not be able to either)!

Administrative Data
Today's Date - For Program Use Only: (MM/DD/YYYY) 08/12/2015 08/12/2015
Program:
Enter Client ID: 5T First 2 letters of first name: 11 First 2 letters of last name: 5t
Date of Birth: (MM/DD/YYYY) 01/09/467 Age: 01/09/1967







Data Entry: Discontinuing Clients

When should you discontinue a client in FSII?

Client/Program Changes

- ✓ When a client is discharged from the program.
- ✓ When a program cycle ends
- ✓ When a client left your program
- ✓ When a client moved out of Calgary
- ✓ When a client dies

Data Entry Errors

- ✓ When you realize that you made a mistake in data entry
 (any mistake intake, pre or post-test, or dates)
- ✓ When a client was entered into an incorrect program







Data Entry: Common Issues

What if a client is entered into the wrong program?

- X You will not find that client in the correct program
- X You can't enter client's post test
- X The client counts are higher in the incorrect program and lower in the correct program
- So, it's important to double check that the program is correct!

What are some reasons you can't find a client in FSII?

- Client was originally entered in an incorrect program (see above)
- Wrong Initials and/or Date of Birth or Age (like we discussed earlier)
- Data was thought to be entered, but was not actually entered







Data Entry: Key Dates

What do all of the dates mean in FSII?

Registration Date

Date the client was registered in your program



Test Dates

Date(s) the client took:

- FSII pre-test
- FSII post-test

You might also consider doing a **Reflective Pre-test**

 Completed a couple of weeks after the program has started in order to build rapport/comfort level with the client.



Submission Dates

Date(s) you enter data for:

- FSII pre-test
- FSII post-test









FSII Data Entry: Client Tracking Sheet

What is the Client Tracking Sheet?

- ❖ You can access the Client Tracking Sheet on our Website (<u>Resources for FCSS</u> <u>Funded Organizations</u>).
- ✓ We strongly recommend programs use this sheet to keep track of client information
- ✓ This tool is very valuable when run into data entry challenges and helps ensure consistency of data entry.

Agency:					Program: (us e separate Excel sheet for each program)							
		Date of Birth (OR Age*								Use Only If No I	Post-Tests
Last Name Initials	First Name Initial s	*Date of Birth	*Age	Intake Complete d (Yes OR No)	Date Intake Completed (Program Registration Date)	Pre- Tests Complet ed (Yes OR No	Date Pre- Tests Completed (Test Date)	Date Intake and Pre-Tests Entered into FSI	Post- Tests Complete d (Yes OR No	Date Post- Tests Entered into FSII	If No Post- Tests Completed, Give Reason:	Date Discontinu ed Form Entered into FSI
Sp	Li		31	Yes	21-Mar-13	Yes	01-Apr-13	03-Apr-13	No	No	No longer in	04-Apr-13
Da	Jo	23-Mar-72		Yes	21-Mar-13	Yes	01-Apr-13	03-Apr-13	Yes	30-Jun-13		





FSII Account Setup

How do I get an FSII Account?

If you do not have a FSII Account, here's how you get one:

- ✓ Check with your Manager/Supervisor to make sure that you require an FSII Account
- ✓ Click on the link below and fill in your contact information:

https://fsiiaccountrequest.questionpro.ca

✓ You will receive an automatic email from FSII within 1-2 business days





What if I have questions?

If you have any further questions please contact:

fcss.indicators@calgary.ca

Thank you for listening. Enjoy your data entry!

