



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*

[Resources for FCSS-Funded Organizations](#)

[FSII Indicator Surveys \(FCSS\)](#) (pdf)

[Theory of Change \(FCSS\)](#) (pdf)

Links for CPIP-Funded Programs**

[Resources for CPIP-Funded Organizations](#)

[Siim ohksin: Wahkotiwin Indicator Surveys](#) (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



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



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



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.



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 [FCSS Theory of Change](#) (pdf)
 - ❖ Click here to find your [CPIP Theory of Change](#) (pdf)



Program Activity



Enter survey data every month by the 15th.

Staff/volunteers enter data into FSII

FCSS 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!



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

FCSS Social Inclusion Indicators

Calgary

(FSII) FCSS Social Inclusion Indicators Login

Enter your User Id and Password to login.

User Id:

Password:

Change Password

ISC: Protected

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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
 - ✗ Cannot see answers already entered

What you can do:

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



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 NOT 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!



Navigation bar with browser back, forward, refresh, and home icons. The address bar shows <https://fsii.calgary.ca/Public/Login.aspx>. The tab bar contains several open tabs: "Sign in to your acco...", "The City of Calgary...", "Home | Community...", "Survey : CRF Definit...", "FCSS Social Inclusio...", "External Scan - All...", "Research - All Docu...", and "City o".

FCSS Social Inclusion Indicators



FCSS Social Inclusion Indicators Agency Login

Enter your Email and Password to login.

Email:

Login

Password:

Change Password Reset Password

Please note: The supported browsers for this application are Google Chrome, Microsoft Edge, Mozilla Firefox, and Apple Safari

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Data Entry

Client Forms Entered

Logout

Data Entry Management

Select Program:

DATA ENTRY TRAINING ▾

Enter Client ID

First 2 letters of First Name:

First 2 letters of Last Name:

Search Client

Reset

Date of Birth (MM/DD/YYYY):



Age:

Client History

Select Form

- Intake and Pre-test(s)
- Post-test(s)
- Client Discontinued Form

Start Data Entry

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 beyond 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. For more information, please contact The City of Calgary FCSS at 403-268-5151 and a Social Planner will return your call.



Entering Intake and Pre-Test Data

FCSS Social Inclusion Indicators

Calgary



Data Entry Client Forms Entered Logout

Data Entry Management

Select Program: DATA ENTRY TRAINING

Enter Client ID

First 2 letters of First Name:

Ma

First 2 letters of Last Name:

Co

Search Client

Reset

Date of Birth (MM/DD/YYYY):

10/01/2000



Age:

Client History

There is no history for this client.

Select Form

- Intake and Pre-test(s)
- Post-test(s)
- Client Discontinued Form

Start Data Entry

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Entering Post-Test Data



[Data Entry](#) [Client Forms Entered](#) [Logout](#)

Data Entry Management

Select Program:

Enter Client ID

First 2 letters of First Name:

First 2 letters of Last Name:

Date of Birth (MM/DD/YYYY):

Age:

[Search Client](#)

[Reset](#)

Client History

Select Form

- Intake and Pre-test(s)
- Post-test(s)
- Client Discontinued Form

[Start Data Entry](#)

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Discontinuing a Client



Data Entry Client Forms Entered Logout

Data Entry Management

Select Program: DATA ENTRY TRAINING

Enter Client ID

First 2 letters of First Name: First 2 letters of Last Name:
 Date of Birth (MM/DD/YYYY): Age:

Search Client
Reset

Client History

| Survey Name | Type | Registration/Test/Discontinue Date | Submission Date |
|---|--------|------------------------------------|-----------------|
| Intake / Registration - Demographic Questions | INTAKE | 10-01-2021 | 10-07-2022 |
| Children - Grades 4-6 - Ability to Cope Effectively with Challenges | PRE | 10-01-2021 | 10-07-2022 |
| Children - Grades 4-6 - Ability to Cope Effectively with Challenges | MID | 04-01-2022 | 10-07-2022 |
| Children - Grades 4-6 - Ability to Cope Effectively with Challenges | POST | 10-01-2022 | 10-07-2022 |

Select Form

- Intake and Pre-test(s)
- Post-test(s)
- Client Discontinued Form

Start Data Entry

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Client Forms Entered

FCSS Social Inclusion Indicators



- Data Entry
- Client Forms Entered**
- Logout

Client Forms Entered

Select Program:

Select date range that forms were entered (submitted) into FSII:

Start Date: (MM/DD/YYYY)

End Date: (MM/DD/YYYY)

- Start
- Reset

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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: | IL ST |
| First 2 letters of first name: | IL First 2 letters of last name: ST |
| Date of Birth: (MM/DD/YYYY) | 01/09/1967 Age: <input type="text"/> |
| | 01/09/1967 |



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



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



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





What is the Client Tracking Sheet?

- ❖ You can access the Client Tracking Sheet on our Website ([Resources for FCSS Funded Organizations](#)).
- ✓ 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: (use separate Excel sheet for each program) | | | | | | | | | | |
|--------------------|---------------------|--|------|------------------------------|---|---------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|--|--|
| Last Name Initials | First Name Initials | Date of Birth OR Age* | | Intake Completed (Yes OR No) | Date Intake Completed (Program Registration Date) | Pre-Tests Completed (Yes OR No) | Date Pre-Tests Completed (Test Date) | Date Intake and Pre-Tests Entered into FSII | Post-Tests Completed (Yes OR No) | Date Post-Tests Entered into FSII | Use Only If No Post-Tests | |
| | | *Date of Birth | *Age | | | | | | | | If No Post-Tests Completed, Give Reason: | Date Discontinued Form Entered into FSII |
| 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 | | |
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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!*