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.

For more online resources, check out: www.calgary.ca/social-services/funding/organization-tools.html