

A vibrant, abstract illustration featuring several hands of different skin tones (pink, orange, brown, red) reaching towards the center. The hands are surrounded by various geometric shapes like triangles, squares, and circles, some with patterns like polka dots or stripes. The background is a light beige color.

Calgary



Family and Community Support Services (FCSS) FSII Data Entry Training

January 2025



Land Acknowledgement



Agenda

FSII Background

Collecting FSII Data

FSII Database

Demo: How to enter data into FSII

FSII FAQs

Links and Resources

What is FCSS?

- **F**amily & **C**ommunity **S**upport **S**ervices
- Provincial-municipal funding partnership
- Preventative programs to enhance social well-being of individuals, families, and communities
- Each municipality decides their own priorities
- Municipal responsibility to monitor programs and submit data to GoA

FCSS Programs and Services Outcomes

Increased positive
child and youth
development

Enhanced economic
self-sufficiency

Growth in positive
social ties

Improved family
functioning and
positive parenting

Enhanced
Indigenous healing
and wellbeing

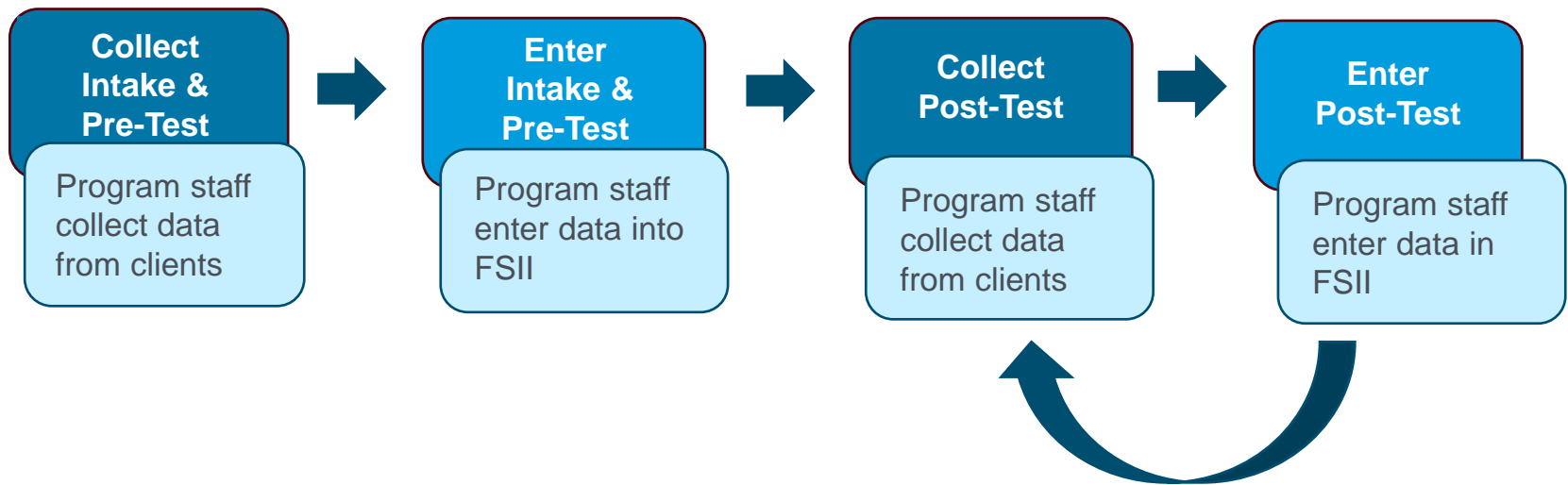
Increased social
inclusion

How do we measure this?

FSII Surveys

- 30 surveys to choose from
- Used to collect data on program participants
- Demographic survey, pre- and post-test surveys
- A tool to assess alignment to the mid-term outcome areas and how programs are collectively impacting social inclusion in Calgary
- The data does not represent a full evaluation of individual programs

Collecting and Entering FSII Data



Enter data in FSII every month by the 15th

Important dates:

- July 15 – deadline to enter data for semi-annual reporting
- January 15 – deadline to enter data for annual reporting

Collecting FSI Data

Who should you survey?

- Program clients in the target population
- If children and youth – only those over Grade 4

Do not survey “contacts”

When should surveys be completed?

- An **intake** and **pre-test** should be completed when a client starts the program.
- A **post-test** should be completed ~4-6 months after the pre-test, at regular intervals (e.g. every 6 months), and when the client completes the program.


Timing depends on your program cycle

What is FSII?

FCSS Social Inclusion Indicators

- FSII is a data entry system

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

- Your agency's FCSS funded program(s)
- Surveys assigned to your specific program(s)
- History for clients in your program(s)
 - Title of forms entered and how many
 - Date form was entered into FSII

Cannot see answers already entered.

What You Can Do

- Enter client data
- Generate tables for a given time period:
 - Number of clients entered
 - Number of forms entered

Cannot make changes to data already in system.

How to enter data into FSII

Let's enter some data!

Today's live session - Watch the demonstration

In your own time - *To follow along or practice, use the training ID & password below:*

X Do NOT use an FSII account for your organization. That would skew your data!

- ✓ 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



FCSS Social Inclusion Indicators



FCSS Social Inclusion Indicators Agency Login

Enter your Email and Password to login.

Email:

Password:

Login

☐ 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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Client ID Creation and Search

FCSS Social Inclusion Indicators



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.

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Entering Intake and Pre-Test Data

FCSS Social Inclusion Indicators





[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

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

FCSS Social Inclusion Indicators



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

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Discontinuing a Client

FCSS Social Inclusion Indicators



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

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: DATA ENTRY TRAINING

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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FSII FAQs: Key Dates

“What do the different dates mean in FSII?”

Registration Date

Date the **client** was **registered** into your program.



Test Date

Date(s) the **client** **completed**:

- FSII Intake
- FSII Pre-test
- FSII Post-test

Submission Date

Date(s) you **enter data** for:

- FSII Pre-test
- FSII Post-test



“How do I get an FSII Account?”

If you do not have a FSII Account, here’s how to 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

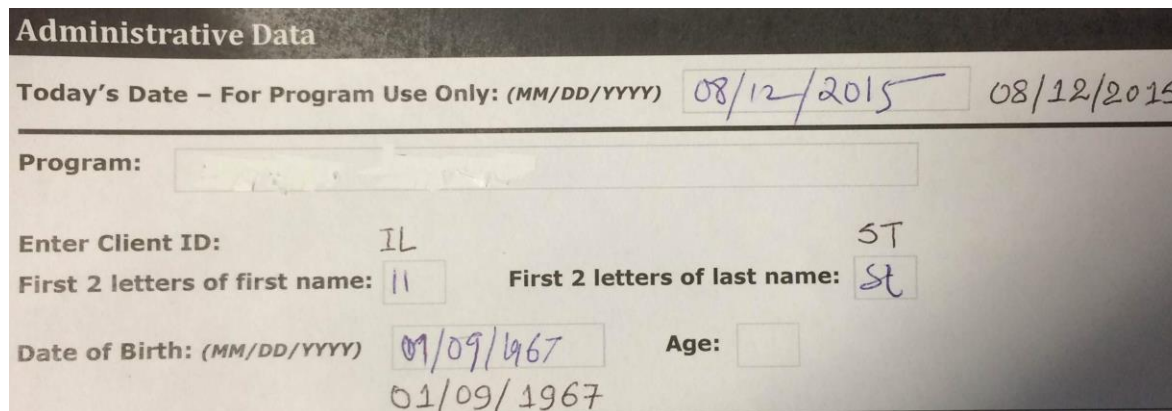
- The first time you sign in, you must change your temporary password

“How can I keep Initials and Date of Birth consistent? And 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

Tips to help you keep client details consistent:

- ❑ Note down initials and Date of Birth on the intake form (see below)
- ❑ Be sure to use a **Client Tracking Sheet** (available on the website)



Administrative Data

Today's Date – For Program Use Only: (MM/DD/YYYY) 08/12/2015 08/12/2015

Program: [Redacted]

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 01/09/1967

Age: [Redacted]

“When should I 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
- 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 behind why I can't find a client on FSII?”

- Client was originally entered in an incorrect program
- Wrong initials and/or Date of Birth or Age
- Data was thought to be entered, but was not actually entered

“How can I keep track of client information?”

- [illegible]

Links and Resources

FSII Database: <https://fsii.calgary.ca>

Resources for FCSS-Funded Organizations

- FSII Indicator Surveys (FCSS)
- FSII User Manual
- FSII Frequently Asked Questions (FAQs)
- FSII Client Tracking Sheet
- Data Collection Checklist for Organizations

“What if I have any other questions?”

If you have any further questions related to FSII, please contact:
fcss.indicators@calgary.ca

Thank you for listening.

Enjoy your data entry!