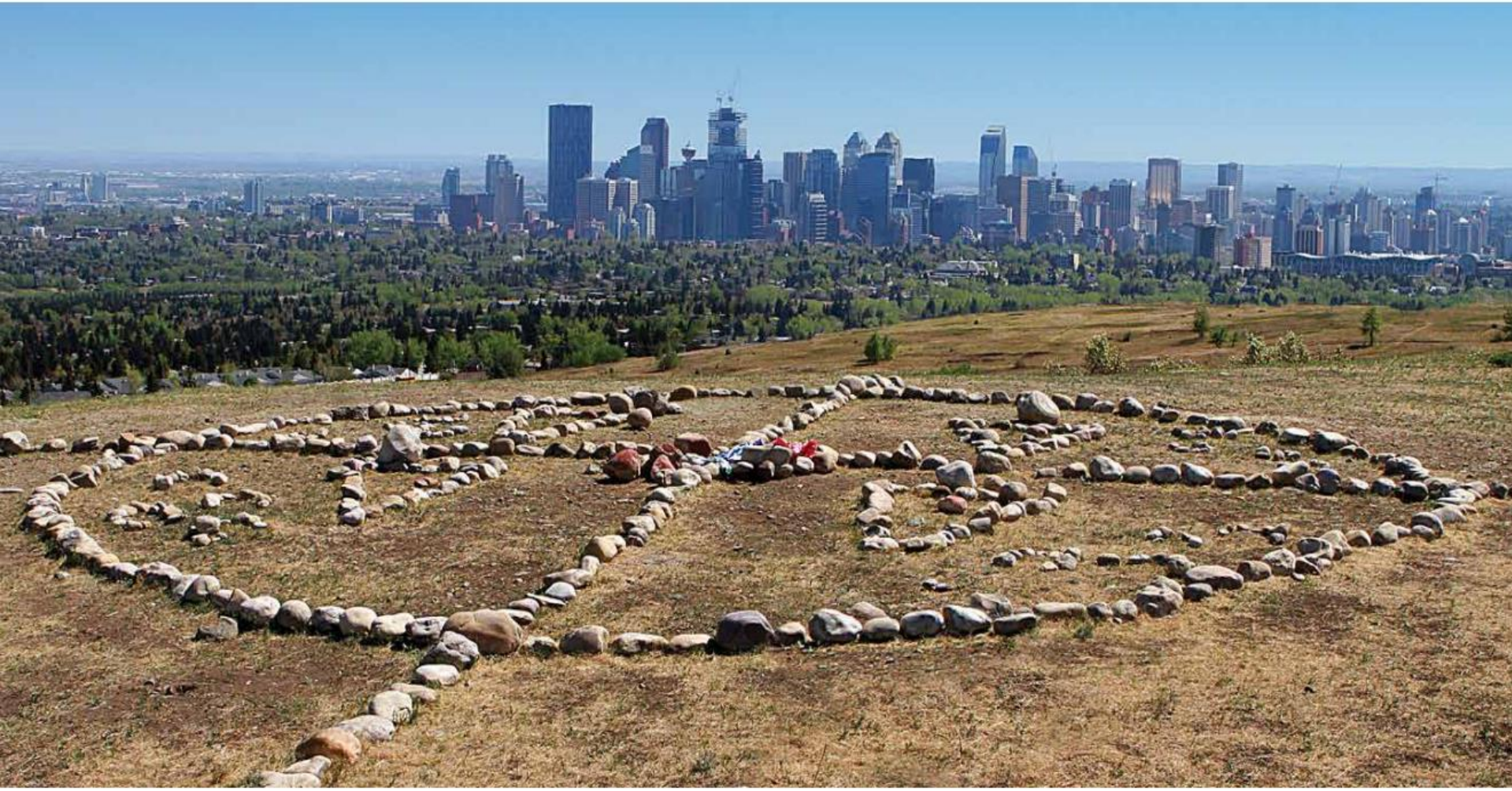
Family and Community Support Services (FCSS) FSII Data Entry Training

January 2025

Land Acknowledgement



Agenda

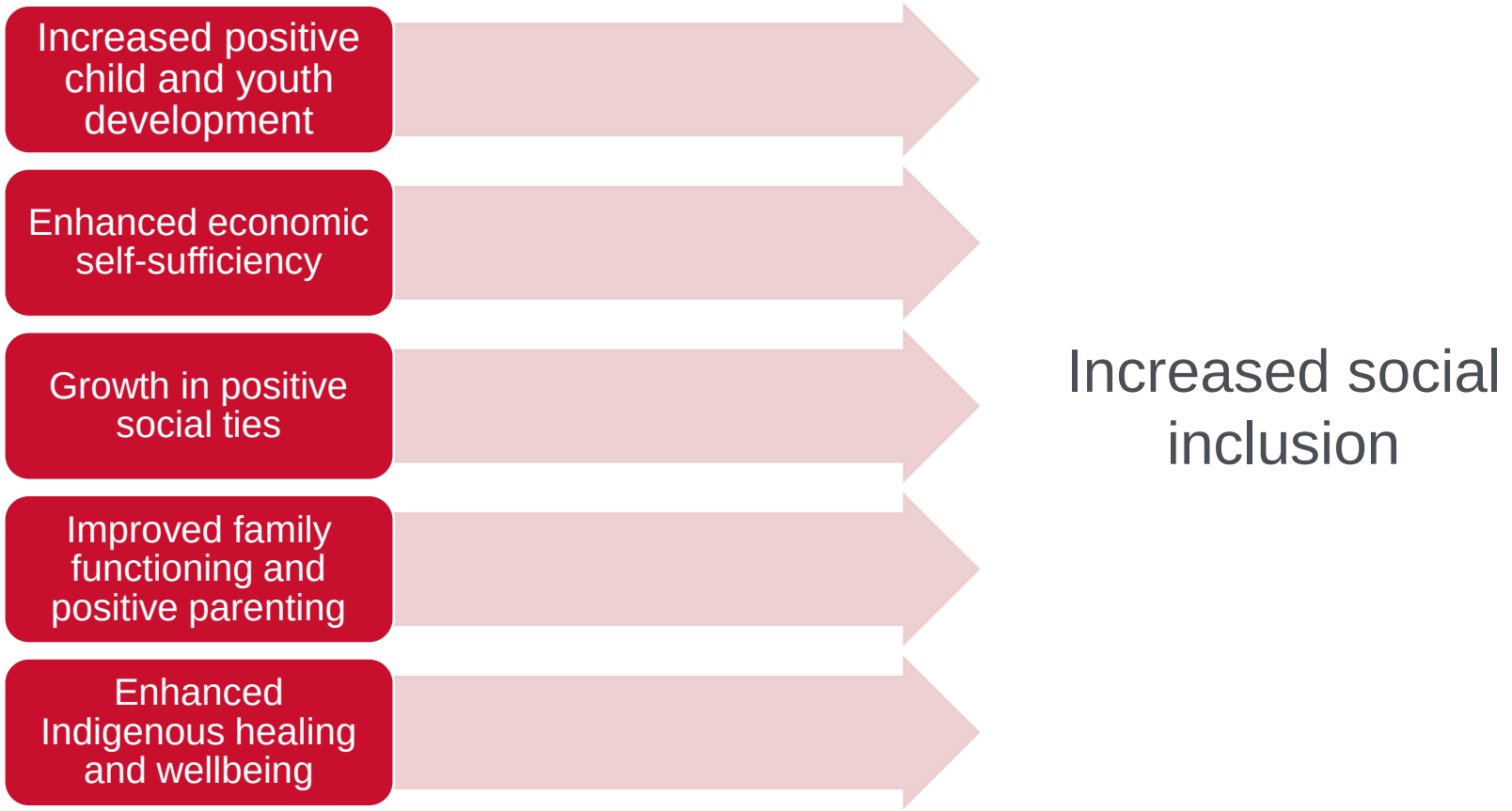
- FSII Background
- Collecting FSII Data
- FSII Database
- Demo: How to enter data into FSII
- FSII FAQs
- Links and Resources

FCSS Background

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

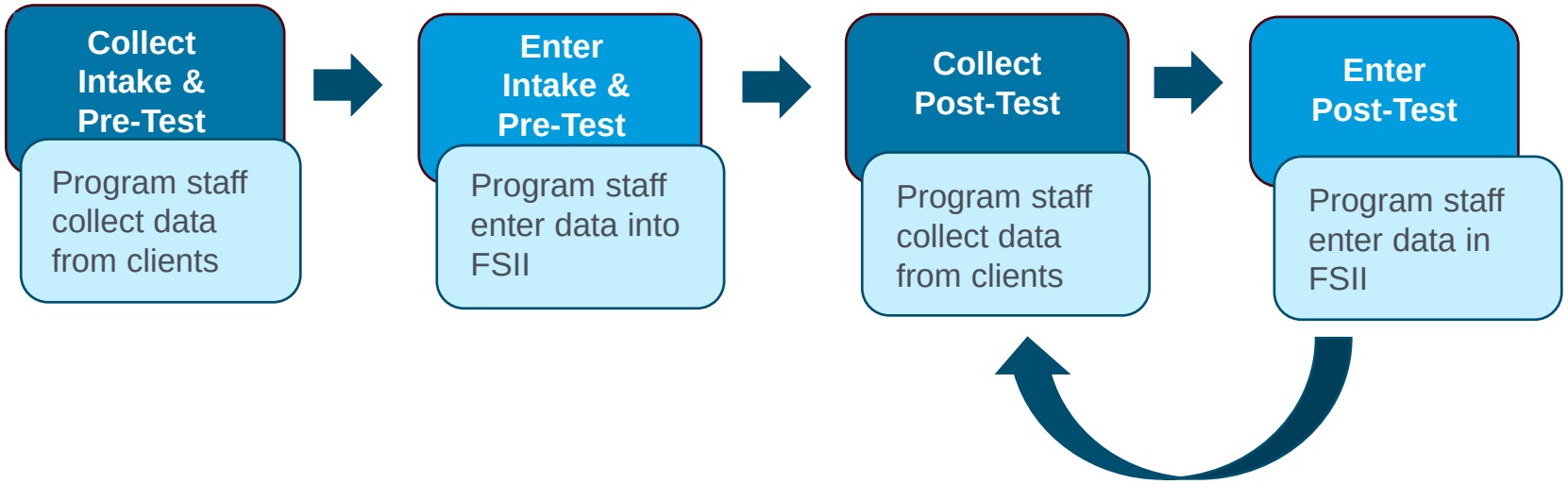


How do we measure this?

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 FSII 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?

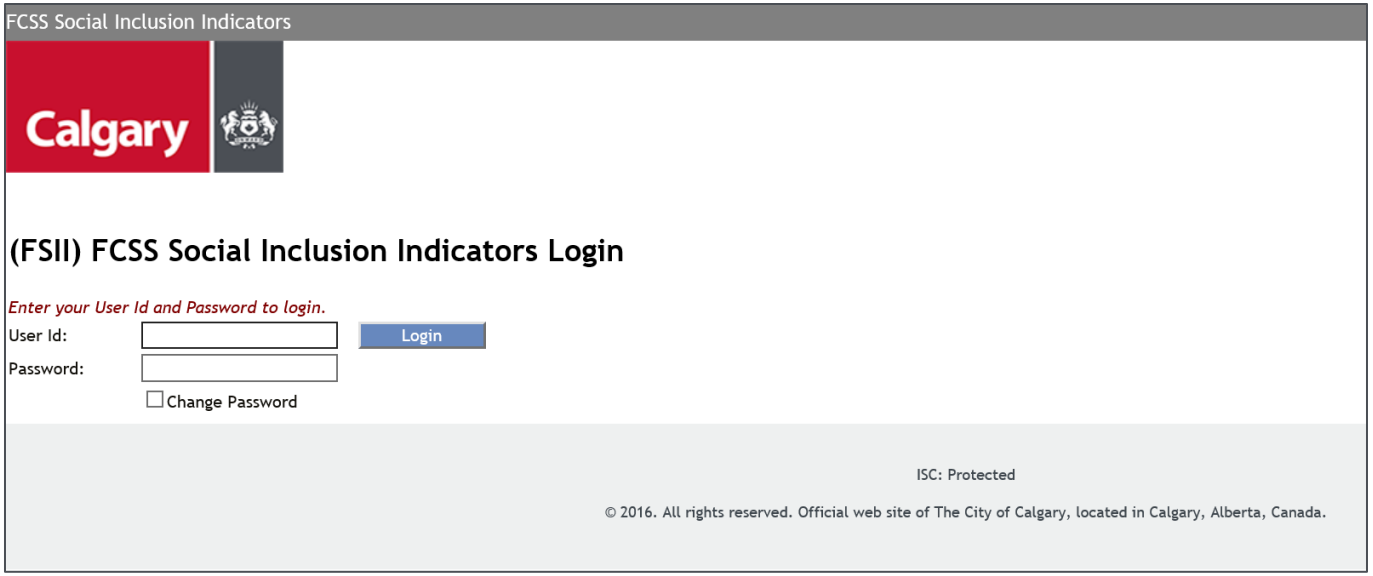
- An **intake** and **pre-test** should be completed when a client starts the program.
- A **post-test** should be completed ~4-6 months after the pre-test, at regular intervals (e.g. every 6 months), and when the client completes the program.

Timing depends on your program cycle

What is FSII?

FCSS Social Inclusion Indicators

- FSII is a **data entry system**



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!

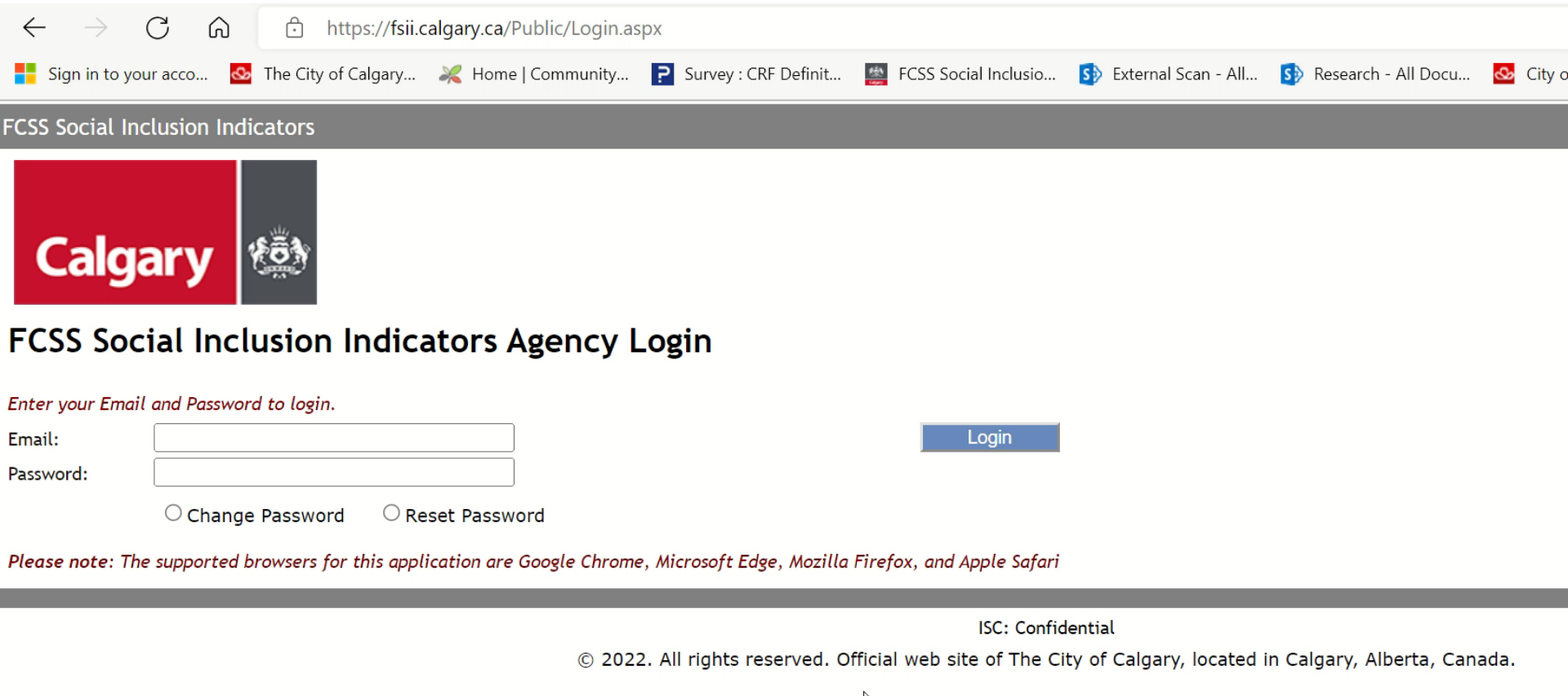
Today's live session - Watch the demonstration

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

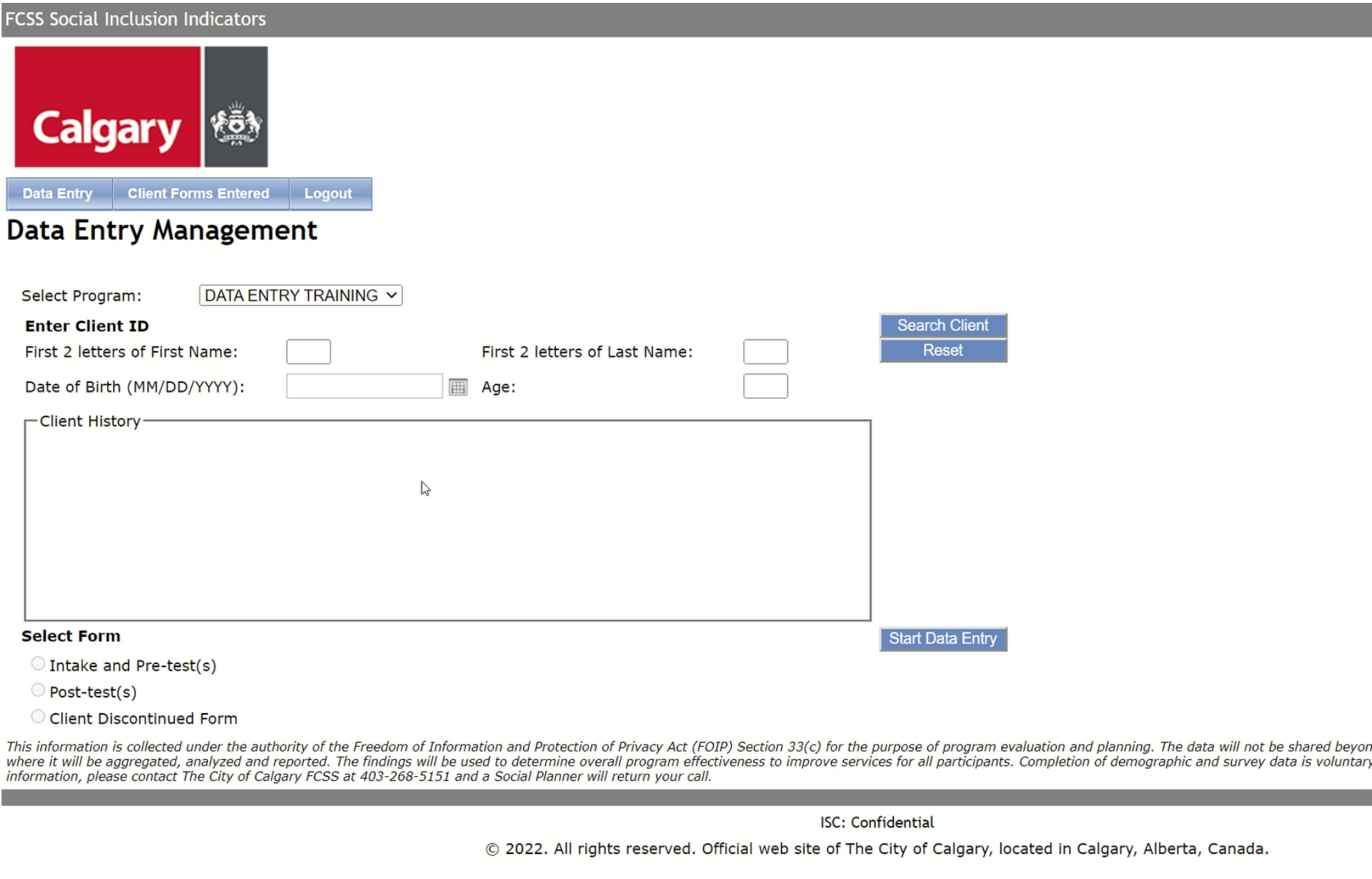
✗ Do NOT use an FSII account for your organization. That would skew your data!

- ✓ 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

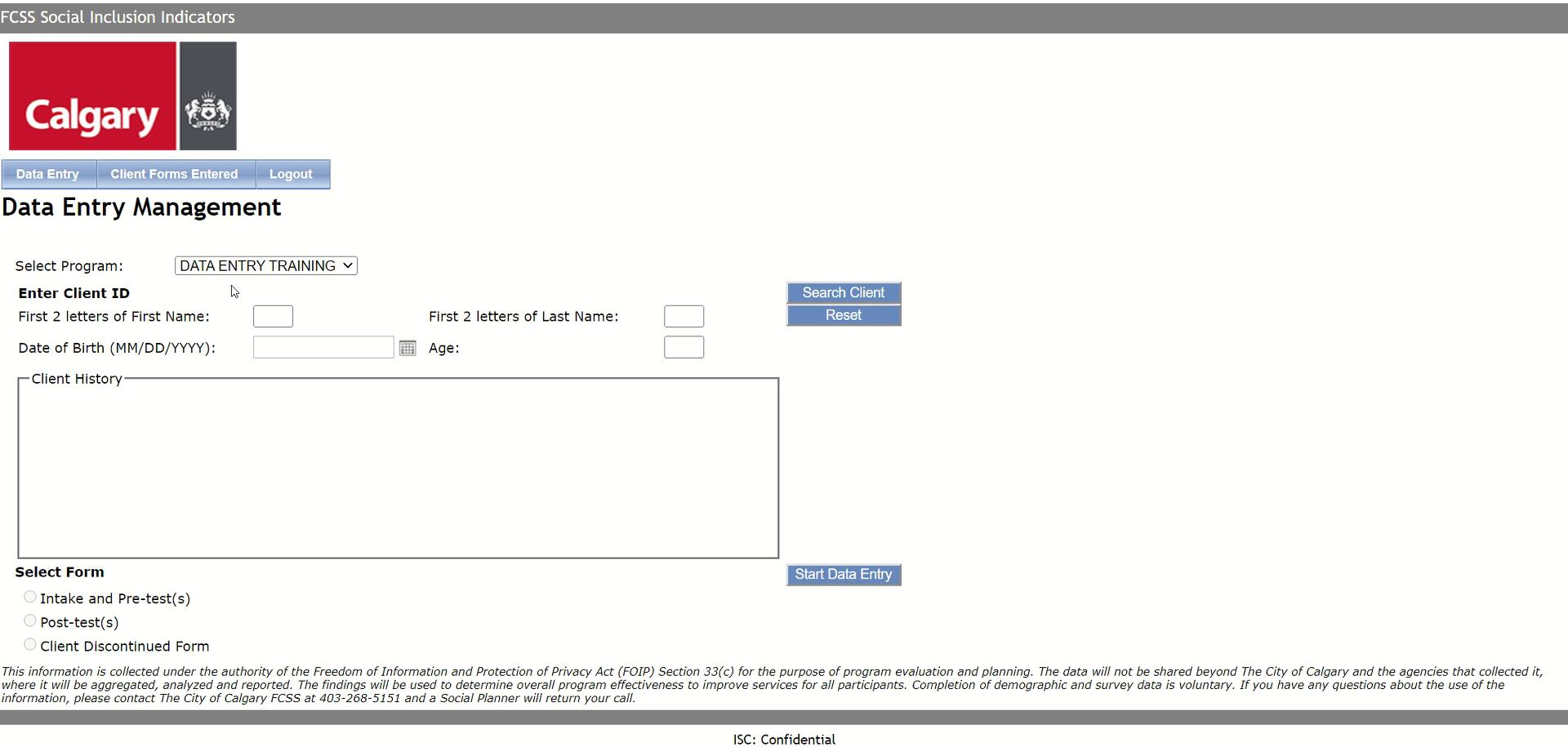


Client ID Creation and Search

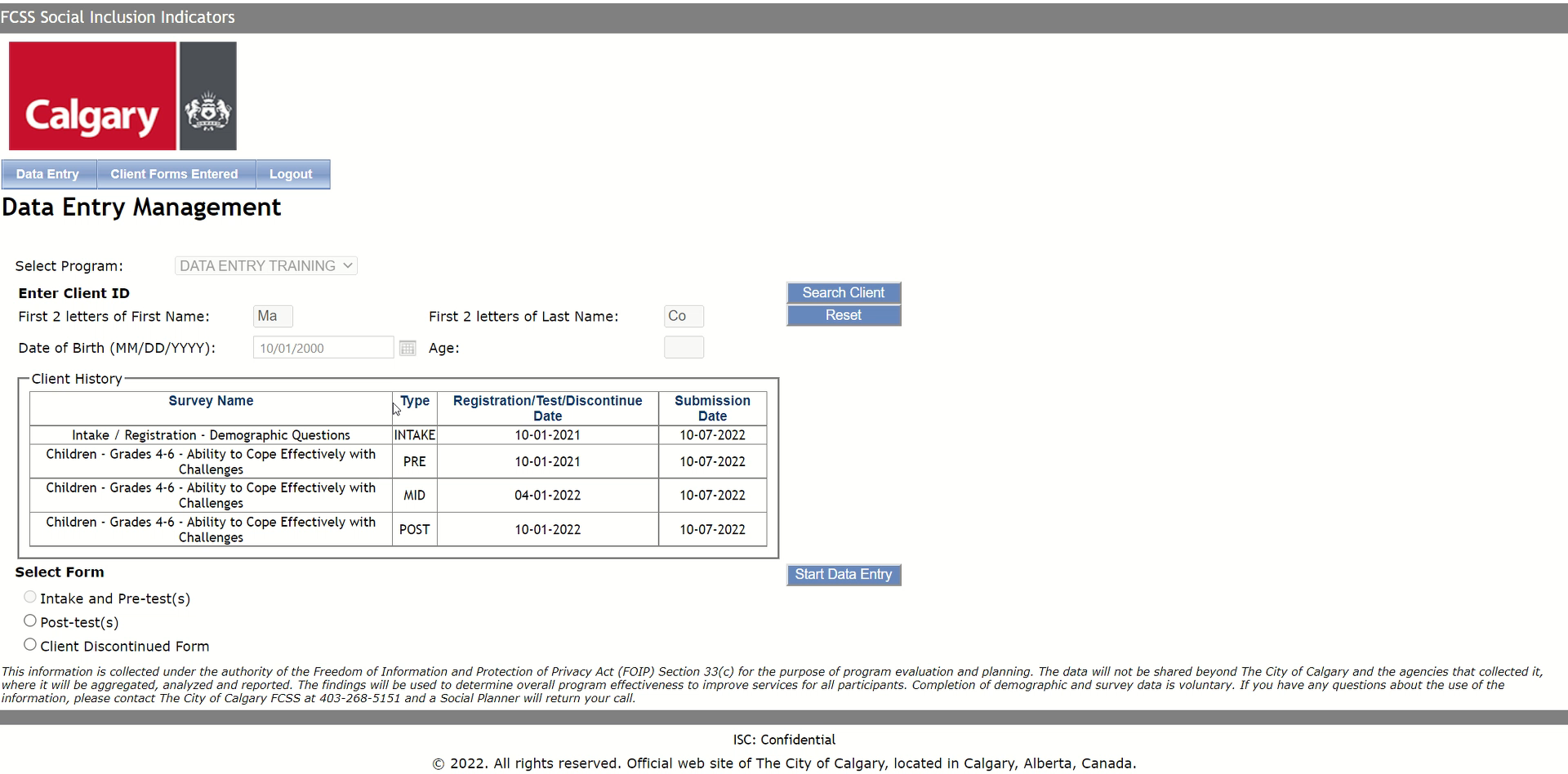


Entering Intake and Pre-Test Data

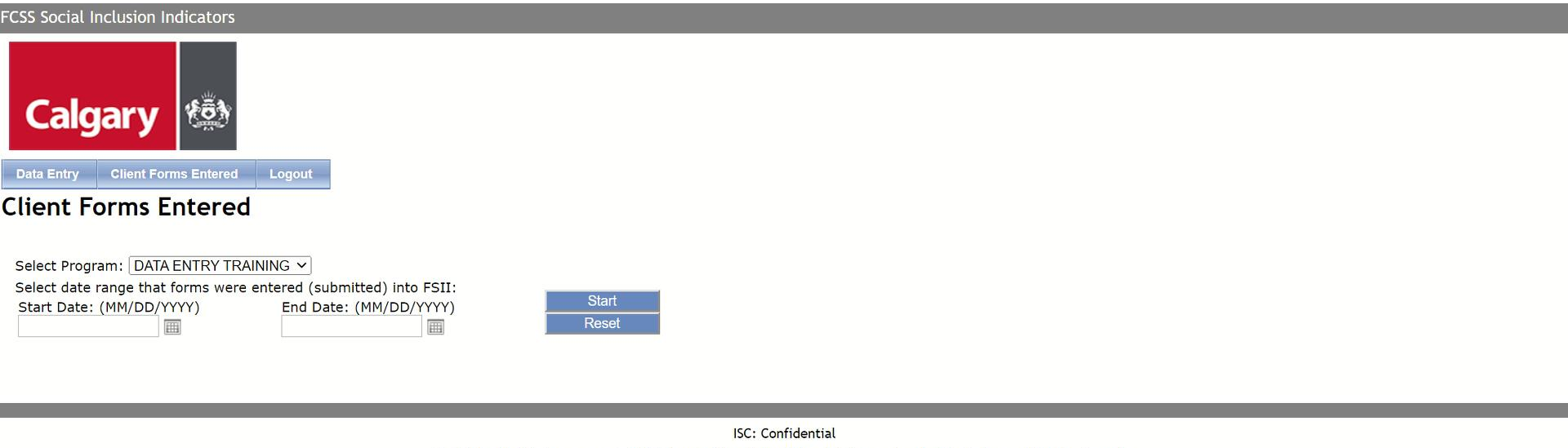
Entering Post-Test Data



Discontinuing a Client



Client Forms Entered



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

FSII FAQs: FSII Account Setup

“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

FSII FAQs: Initials & Date of Birth

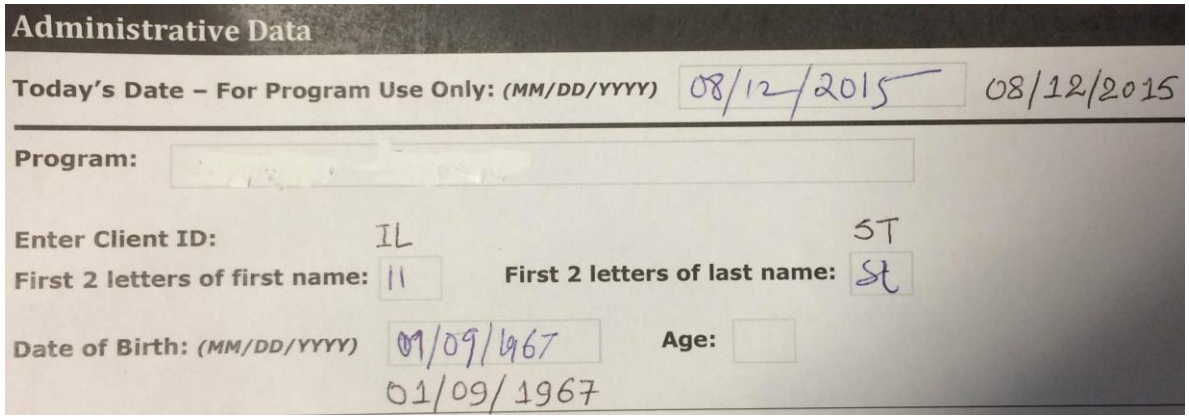
"How can I keep Initials and Date of Birth consistent? And why is this so important?"

- 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)



FSII FAQs: Discontinuing Clients

"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

FSII FAQs: 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 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

FSII FAQs: Common Issues

“How can I keep track of client information?”

- Use a Client Tracking Sheet (available on our website (Resources for FCSS Funded Organizations)
- ✓ We strongly recommend programs use this sheet to keep track of client information
- ✓ This tool is valuable when you run into data entry challenges and helps ensure consistency of data entry.

Program Name:	
Year of Data Collection:	

CLIENT ID INFORMATION				INTAKE - FSII Demographic Survey 002					PRE-SURVEY				POST-SURVEY				SURVEY 99				CLIENT DISCONTINUED	
First 2 Letters First Nar	First 2 letters Last Nar	Date of Birt (MM/DD/YYY	A	Intake Complet (Yes or	*Program Registratio n Date (Date Client Registe*	Intake Test Date (Date Intake was filled out by Client	Intake Submissio n Date (Date Intake entere	Intake Entered into FSII by (Staff Nar	Pre-Survey Complet (Yes or	Pre-Survey Date (Date Pre-Test was filled c by Clie	Pre-Survey Submissio n Date (Date Pre-Test w entere	Pre-Survey Entered into FSII by: (Staf Name	Post-Survey Complet (Yes or	Post-Survey Date (DatePost-Survey was filled out Client	Post-Survey Submission Date (Date Post-Survey w entered i	Post-Survey Entered into FSII by: (Staf	Post-Survey Completed ? (Yes No)	Post-Survey Date (Date Post-Survey was filled out b Client)	Post-Survey Submission Date (Date Post-Survey was enter into FSI	Post-Survey Entered into FSII by: (St Name)	Date Client w Discontinue	Reason Why Clie was Discontinue

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!