# EXPLOITATION PREVENTION CURRICULUM: FACILITATORS GUIDE TO DATA COLLECTION FOR NEW JERSEY DCF-CONTRACTED PROVIDERS

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Data Collection Process

The steps to accessing data collection forms and submitting data for My Life My Choice Prevention groups are detailed below. Data collection is ***required*** for those running our groups and is part of the certified facilitator agreement you signed.

My Life My Choice is committed to data, evaluation, and ongoing learning. **It is vital for four reasons:**

- Results help improve group design and implementation
- Results are necessary to demonstrate program impact
- Results help secure funding and prove the sustainability of the group
- Results highlight the voice of both the youth and facilitators

This document outlines the following steps to the data collection process **in detail**:

1. Request a Group ID number
2. Submit the online Pre-Assessment form
3. Download the data forms from the Online Community
4. Facilitate group and distribute data forms
5. Scan and submit the data to mlmcprevention@jri.org
6. Submit the online Post-Assessment form
7. Get a report back from My Life My Choice

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## Step 1: Requesting a Group ID

As you prepare to start a new My Life My Choice Prevention group, request a Group ID number by emailing mlmcprevention@jri.org. An ID must be requested each time a new group is started.

In your email, please include the following information:

1. Facilitator names
   - *Please include two facilitator names for each group.*
   - *Best practice is that groups are co-facilitated by a survivor and a clinician; however, we recognize this is not always possible. Groups can be run by two certified facilitators, as well. If you need help connecting to a survivor speaker or facilitator in your area, please let us know. We will do our best to connect you with someone from our National Survivor Leadership network.*
2. Name of organization
3. City/Town
4. Location of group
   - *Options: group home, residential program, community-based program, juvenile justice facility, middle school, high school, child welfare office, or other*
5. Start and end date of group
6. Number of youth starting the group
7. Number of sessions
   - *The standard number of sessions is 10. If you need to alter this standard, please reach out to the New Jersey Program Coordinator, Victoria Spera at vspera@preventchildabusenj.org to discuss modifications.*

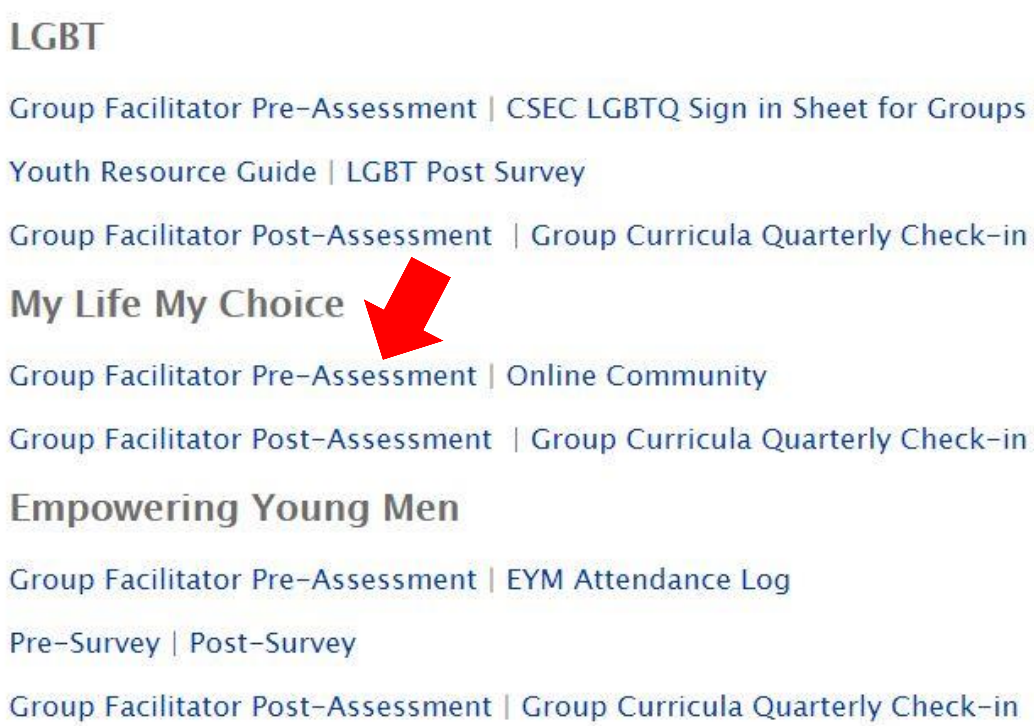
## Step 2: Submitting the online Pre-Assessment form

The purpose of this form is to notify Prevent Child Abuse – New Jersey (PCA-NJ) that you are about to begin a group. It also documents the known personal/familial histories of youth as well as logistical details of the group. This helps PCA-NJ better provide technical assistance as you facilitate. The Pre-Assessment link can be found on their website.

Follow these steps:

1. Go to www.preventchildabusenj.org/human-trafficking
2. Click “Affiliate Site Forms & Resources”


3. Scroll down to "My Life My Choice" and click "Group Facilitator Pre-Assessment"




4. Fill out the online form and submit

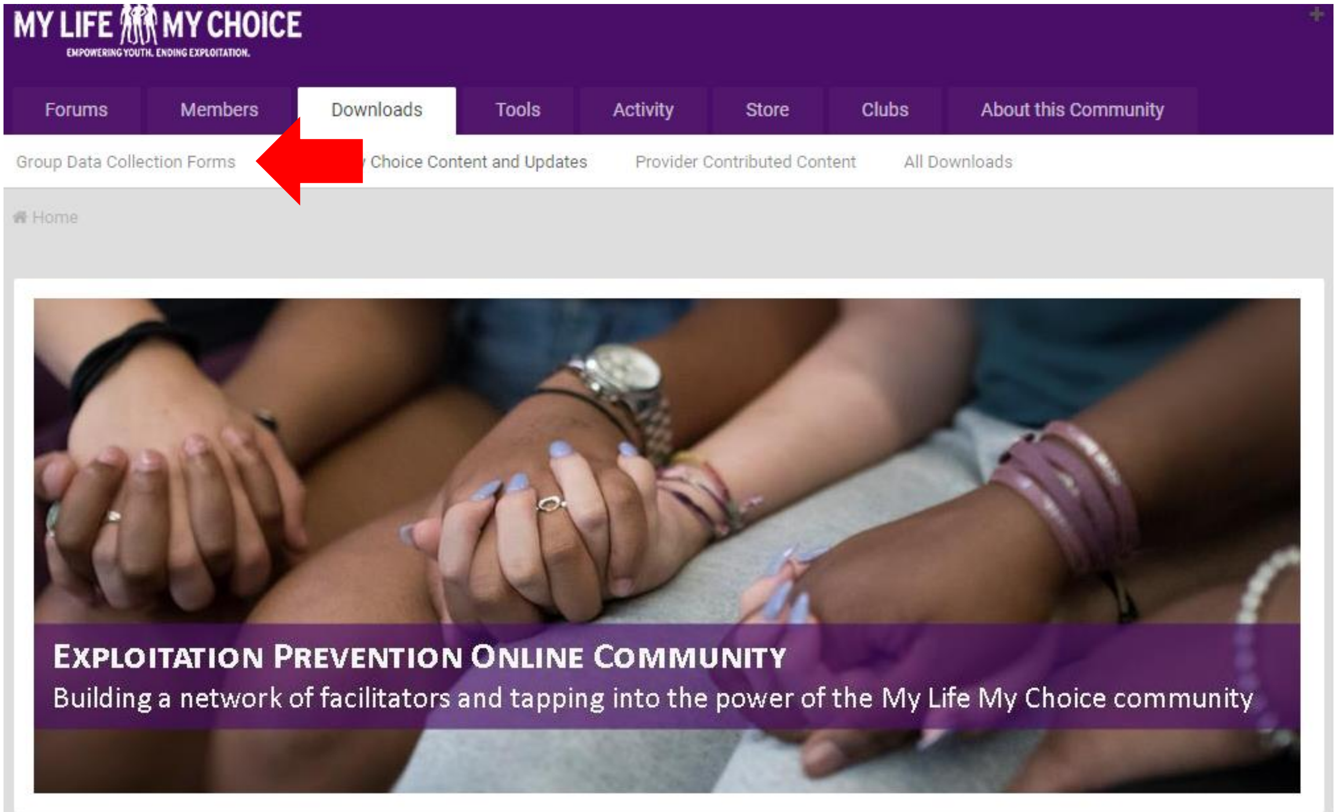
Step 3: Downloading the data forms

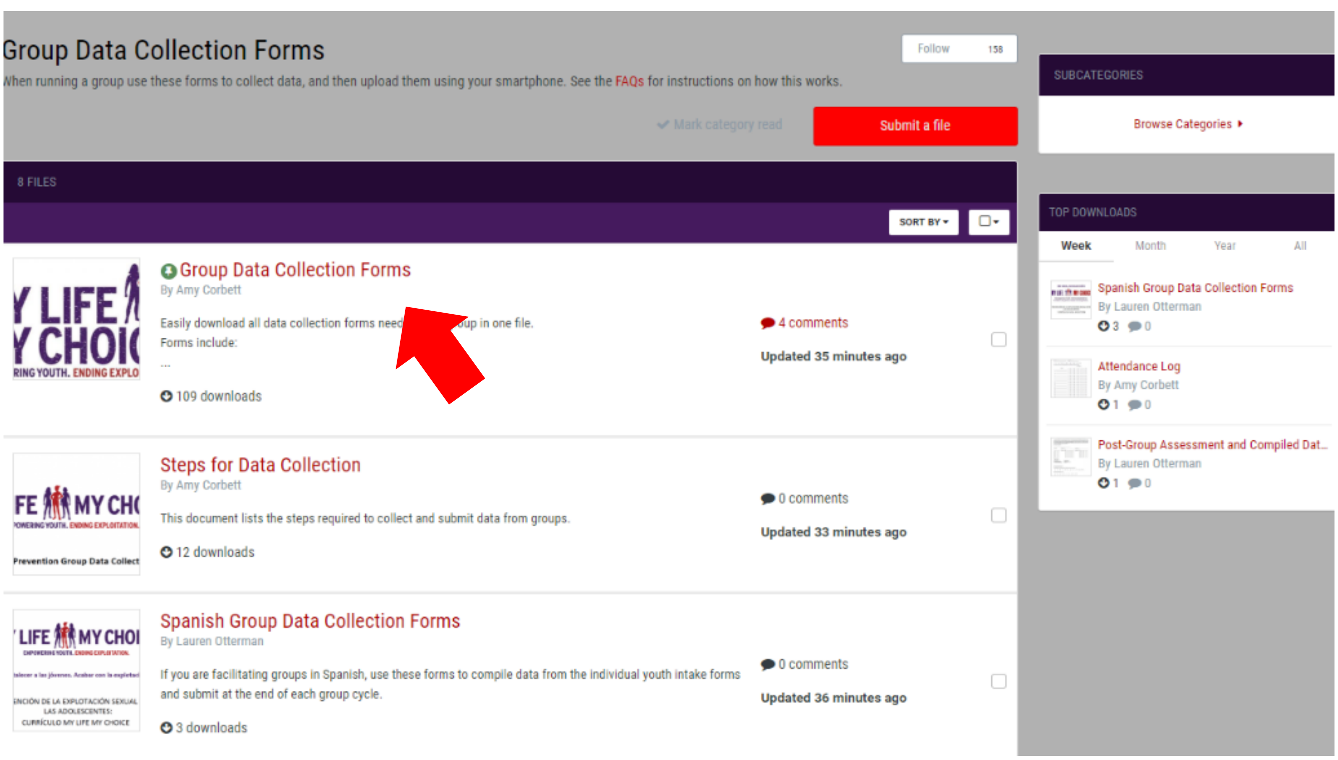
Download and print the most up-to-date data collection forms from the Online Community at https://community.fightingexploitation.org/files/category/4-group-data-collection-forms/

Download the following forms:

- Background Information Form (1 for each youth)
- Attendance and New Disclosures Form (1 per group)
- Pre-Test (1 for each youth)
- Post-Test (1 for each youth)

NOTE: Forms are updated yearly in July. Please make sure you always have the most up-to-date version of the data forms downloaded and in use. Data submitted via old forms may not be analyzed.


MY LIFE MY CHOICE
EMPOWERING YOUTH. ENDING EXPLOITATION.
Forums
Members
Downloads
Tools
Activity
Store
Clubs
About this Community
Group Data Collection Forms
Choice Content and Updates
Provider Contributed Content
All Downloads
Home
Exploitation Prevention Online Community
Building a network of facilitators and tapping into the power of the My Life My Choice community


Group Data Collection Forms
When running a group use these forms to collect data, and then upload them using your smartphone. See the FAQs for instructions on how this works.
Follow 158
Mark category read
Submit a file
SUBCATEGORIES
Browse Categories
8 FILES
SORT BY
Group Data Collection Forms
By Amy Corbett
Easily download all data collection forms need up in one file.
Forms include:
...
109 downloads
4 comments
Updated 35 minutes ago
Steps for Data Collection
By Amy Corbett
This document lists the steps required to collect and submit data from groups.
12 downloads
0 comments
Updated 33 minutes ago
Spanish Group Data Collection Forms
By Lauren Otterman
If you are facilitating groups in Spanish, use these forms to compile data from the individual youth intake forms and submit at the end of each group cycle.
3 downloads
0 comments
Updated 36 minutes ago
TOP DOWNLOADS
Week
Month
Year
All
Spanish Group Data Collection Forms
By Lauren Otterman
Attendance Log
By Amy Corbett
Post-Group Assessment and Compiled Dat...
By Lauren Otterman

Step 4: Using the data forms

Distributing the data forms is an integral part of group facilitation. Below is a description of the purpose of each form and how it is distributed over the course of the group.

Background Information Form (1 for each youth)

This form is filled out prior to the group starting and is aggregated and reflected on Compiled Data and Post-Group Assessment Form when the group is finished. **The referral source should complete these for each youth who is participating in the group. Youth do not fill out this form on their own.** The purpose of this form is to collect some basic demographic data on the youth participating in group.

Attendance and New Disclosures Form (1 per group)

This form is filled out after each group session. If a youth is not present, leave the bubble blank for that session. **The purpose of this form is to collect attendance data on the prevention groups, and to document any new disclosures that may happen during the group.**

Note: If a youth in your program/school makes a disclosure of CSEC or there is a suspicion of CSEC, a report of suspected child abuse/neglect (for example, in Massachusetts this is a 51A report) must be filed with your local child protective services agency (i.e. DCF).

Pre-Test (1 for each youth)

This form is distributed and collected at the beginning of the first group session (after introductions, the icebreaker, and guiding principles). **Note that if a youth joins group during session 2, facilitators should have them complete this test at the start of group. Youth will not be able to take the pre-test after session 2. It is important that this form is distributed before the facilitators begin to teach the youth about CSEC.** The purpose of this form is to measure shifts in knowledge, attitudes, and behaviors for youth who participate in the group. For more detailed instructions, please reference the My Life My Choice Curriculum Facilitators Guide.

Post-Test (1 for each youth)

This form is distributed and collected during the last group session. It is important that this form is distributed after the youth are finished learning about CSEC**. If a youth misses the last session but you are still connected to them, please do your best to have them complete the post-test.** The purpose of this form is to measure shifts in knowledge, attitudes, and behaviors for youth who participate in the group. For more detailed instructions, please reference the My Life My Choice Curriculum Facilitators Guide.

Other sources of data

Journal entries from the youth are collected over the course of the group. **These entries are not submitted to us as part of the data collection process.** Facilitators are also encouraged to debrief with each other and program staff during the group. Information shared during those times are not part of our data collection process.

NOTE: We do not recommend making changes to the data forms, but if you have questions about this, please contact our Director of Prevention, Kyle Mushkin at kmushkin@jri.org.

## Step 5: Submitting the data

After a group cycle is complete, scan all forms using a flatbed scanner in the following manner:

- 1 PDF – Attendance and New Disclosures Form
- 1 PDF – All Pre-Tests (in order of attendance form)
- 1 PDF – All Post-Tests (in order of attendance form)
- 1 PDF – Background Information Form

If you don’t have access to a flatbed scanner, please use a scanner app or scanning feature on your phone. **Please make sure that the scan is readable and aligned correctly.**

Then, email all data forms to mlmcprevention@jri.org and CC vspera@preventchildabusenj.org. There is no need to send paperwork after each group session. Please send all the paperwork in after a full group cycle is complete. You will receive an email confirming receipt of the data and requesting any outstanding forms.

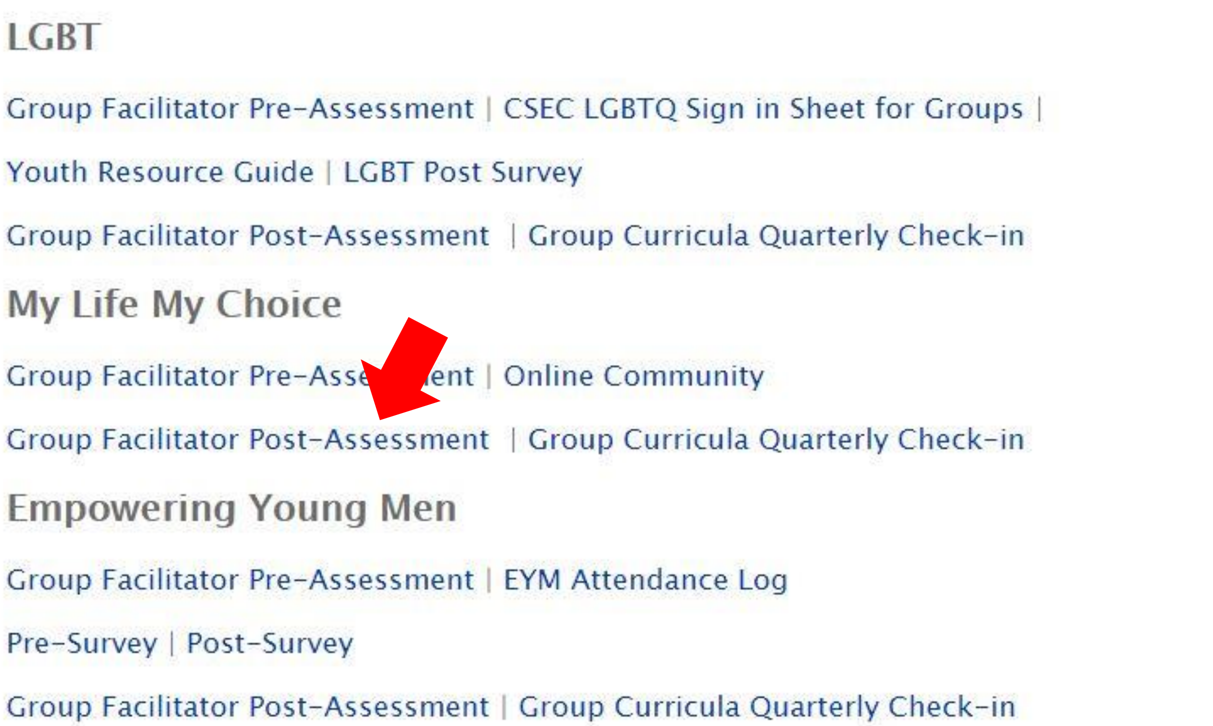
## Step 6: Submitting the online Post-Assessment form

The purpose of this form is to notify Prevent Child Abuse – New Jersey (PCA-NJ) that you have completed your group. It also documents the personal/familial histories of youth, any new disclosures from youth, and facilitator feedback about the group. PCA-NJ then shares this information with My Life My Choice. The Post-Assessment link can be found on the Prevent Child Abuse – New Jersey website.

Follow these steps:

1. Go to www.preventchildabusenj.org/human-trafficking
2. Click “Affiliate Site Forms & Resources”


3. Scroll down to "My Life My Choice" and click "Group Facilitator Post-Assessment"




4. Fill out the online form and submit

## Step 7: Getting a report

If the data submitted includes at least four matched youth pre- and post-questionnaires, you will receive a data report and executive summary within one month of submission.

Data reports are meant to help programs show that their group is effective and documents room for improvements for future groups. The first page of the report is the Executive Summary. It is intended to provide a quick overview for administrators at your agency. The remainder of the report is the specific breakdown of each question, and outlines group demographics.

We encourage facilitators to review the report and let us know if there are any questions or if you would like to set up a time to discuss any of it. It is our priority that these are useful reports for you and your agency so please do not hesitate to reach out.
We have found that these reports can be useful for securing funding and for justifying that this group is beneficial to youth. In special circumstances, a cumulative report can be requested. Please reach out our Outcomes and Evaluation Manager AJ Espensen at ajespensen@jri.org if you this is something you are interested in.

*NOTE: If you have any questions about data collection, please contact our Director of Prevention, Prevention and Training Coordinator, or Outcomes and Evaluation Manger.*

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