



EXPLOITATION PREVENTION

CURRICULUM:

FACILITATORS GUIDE TO DATA COLLECTION

Kyle Mushkin, LICSW, MPH

Direction of Prevention

kmushkin@jri.org

Ashlee J. Espensen, MPH

Assistant Director of Operations and Evaluation

ajespensen@jri.org

Niah Tobarri

Prevention and Training Coordinator

mlmcpreservation@jri.org

Data Collection Process

The steps to accessing data collection forms and submitting data for My Life My Choice Exploitation 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. Requesting a Group ID number
2. Accessing the data collection tools
3. Using the data collection tools
4. Submitting the data
5. Getting a report back from My Life My Choice

A brief overview of the entire data collection process can be found on Page 7.

Step 1: Requesting a Group ID

As you prepare to start a new My Life My Choice Exploitation Prevention group, request a group ID number by using this link: <https://www.surveymonkey.com/r/GroupIDRequest>.

A new Group ID must be requested each time a new group is started.

Step 2: Accessing the Data Collection Tools

There are 5 data collection tools that must be completed as part of facilitating a group:

1. Background Information Form (1 for each youth)
2. Attendance and New Disclosures Form (1 per group)
3. Compiled & Post Group Assessment Form (1 per group)
4. Pre-Survey (1 for each youth)
5. Post-Survey (1 for each youth)

For Facilitators to Complete

Before the group cycle/the first session begins:

1. Background Information Form – Paper form will be sent as a pdf after you request a Group ID.

After each group session ends:

2. Attendance and New Disclosures Log – Paper form will be sent as a pdf after you request a Group ID, for you to complete manually each week. Info from this form is submitted on the Compiled Data & Post-Group Assessment Form (see below) via Survey Monkey after the last group session ends.

After the group cycle/the last session ends:

3. Compiled Data & Post-Group Assessment – Electronic form accessed via Survey Monkey. The link can be found in *Step 4, Page 5*.

For Youth to Complete

At the beginning of the first group session:

4. Pre-Survey – Electronic form accessed via Survey Monkey. The link can be found in *Step 4, Page 5*.

During the last group session:

5. Post Survey – Electronic form accessed via Survey Monkey. The link can be found in *Step 4, Page 5*.

If youth do not have access to an electronic device during the first and last sessions of the group, they can take the pre- and post-surveys on paper, which you can request by emailing Niah at mImcprevention@jri.org. However, if youth complete surveys on paper, facilitators will need to enter information from each individual pre- and post-survey into the Survey Monkey platform in order to submit it to us.

All forms, paper and electronic, are updated yearly in July. Please make sure you always have the most up-to-date version of the data collection tools in use. Data submitted via old formats may not be analyzed.

Step 3: Using the Data Collection Tools

Distributing the data forms is an integral part of group facilitation. Please refer to the table below to reference when each form is completed or distributed.

Prior to the group cycle/first session	Background Information Form
Ongoing – At each group session	Attendance and New Disclosures Log
At the beginning of session 1/first session	Pre-Survey
During session 10/last session	Post-Survey
After the group cycle/last session ends	Compiled Form

Background Information Form (1 for each youth)

This form is completed prior to the group starting, and the information you enter is then entered into the Compiled Data Form to be submitted to us when the group is finished.

The facilitator or referral source should complete one Background Information Form 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. This form is not submitted to My Life My Choice.

Attendance and New Disclosures Form (1 per group)

The paper version of this form is completed 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 of CSEC or other abuse that may happen during the group.**

NOTE: If a youth in your group makes a disclosure or there is a suspicion of CSEC or other

abuse, 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-Survey (1 for each youth)

This survey is completed by each youth at the beginning of the first group session (after introductions, the icebreaker, and guiding principles). **Note that if a youth misses the first session and joins the group during Session 2, facilitators should have them complete this test at the start of group. Youth will not be able to join the group or take the pre-test after Session 2. It is important that youth complete this form 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.

Post-Survey (1 for each youth)

This form is completed during the last group session. It is important that youth complete this form after they 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-survey.** The purpose of this form is to measure shifts in knowledge, attitudes, and behaviors for youth who participate in the group.

Compiled Data & Post Group Assessment (1 per group)

The form is completed by group facilitators after the group cycle is finished. **Facilitators enter information from the Background Information Form and the Attendance and New Disclosures Form.** The purpose of this form is to document the personal/familial histories of youth, any new disclosures from youth, and to get facilitator feedback about the group.

Other sources of data

Journal entries from the youth may be collected (anonymously) 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: Please do not make changes to the data forms. If you have questions about this, please contact our Assistant Director of Operations and Evaluation, AJ Espensen, at ajespensen@jri.org.

Step 4: Submitting the Data

Use the links in the table below to submit data for each of the groups you facilitate. Each of the links below replaces the paper format of our data collection forms unless otherwise noted.

Background Information Form	Completed on paper but is NOT submitted to us. However, the information collected on these forms is used to complete the Compiled Data Form.
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Attendance and New Disclosures Form	Completed on paper first and then submitted via Survey Monkey https://www.surveymonkey.com/r/GroupAtt
Pre-Survey	Completed via Survey Monkey https://www.surveymonkey.com/r/GroupPreTest
Post-Survey	Completed via Survey Monkey https://www.surveymonkey.com/r/GroupPostTest
Compiled Data Form	Completed via Survey Monkey https://www.surveymonkey.com/r/GroupCompiled

Step 5: Getting a Report

If the data submitted includes at least four youth who completed both the pre- and post-surveys, 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 to AJ Espensen at ajespensen@jri.org if you this is something you are interested in.

Overview of the entire data collection process:

Data Collection Tool	Timing	How to Access	How to Submit	Special Notes
For Facilitators to Complete				
Background Information Form	Prior to the group cycle/first session	Paper Form	N/A – This form does not need to be submitted to My Life My Choice.	Although this form does not need to be submitted, the information on it is used to complete the Compiled Data form.
Attendance and New Disclosures Log	Ongoing – At each group session	Paper Form	Survey Monkey https://www.surveymonkey.com/r/GroupAtt	
Compiled Data Form	After the group cycle/last session ends	Electronic Form, Survey Monkey	Survey Monkey https://www.surveymonkey.com/r/GroupPreTest	
For Youth to Complete				
Pre-Survey	At the beginning of Session 1/first session	Electronic Form, Survey Monkey	Survey Monkey https://www.surveymonkey.com/r/GroupPostTest	If youth do not have access to an electronic device during the first and last sessions of the group, they can take the pre- and post-surveys on paper. However, if surveys are taken on paper, facilitators will need to enter information from each individual pre- and post-survey into the Survey Monkey platform in order to submit it to
Post-Survey	During Session 10/last session	Electronic Form, Survey Monkey	Survey Monkey https://www.surveymonkey.com/r/GroupCompiled	

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