

Eleven Proven Ways to Improve Data Collection

1. **Get early buy-in from stakeholders.**

Get buy-in from partner agencies (and other important stakeholders) as you plan and develop your performance measurement worksheet and performance measurement plan. Check to ensure that the data you want is already collected by stakeholders, or they are willing to collect data and share it with your project.

2. **Start with success.**

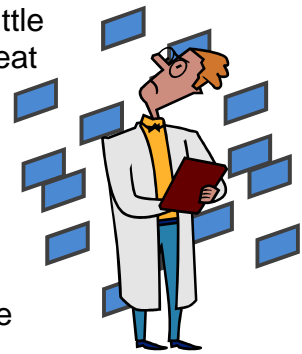
Begin your data collection efforts with those sites that can, and will, provide you the data you need in a timely manner.

3. **Identify your helpers (data collectors).**

Consider using your participants to help collect data for you. With a little training on how to use the instruments, participants can often be a great source of information. They are there and see it all!

4. **Train your helpers (data collectors).**

This does not need to be complicated but should happen. Do data collectors know what to say? Where to turn in the information? How to respond to questions? How to protect confidentiality? Check out *Performance Measurement: Six Steps, Data Collection* on the website (www.projectstar.org) and give Project STAR a call (800-548-3656).



5. **Identify appropriate methods.**

Part of the problem with collecting data may be the method. Consider what method you are using to collect your data. Many sites and programs use surveys to collect data but this is not always the best method. Maybe an observation, a focus group with cookies or lunch, or short in person interviews would be more effective. Check out *Performance Measurement: Six Steps, Instrument Development* on the website (www.projectstar.org) and give Project STAR a call (800-548-3656).

6. **Identify appropriate data source and level**

One challenge is getting the information from the person or organization (data source) identified in your worksheet or performance measurement plan. You may have an excellent survey for your clients, but it may not be feasible to get the survey to them, or to get it back from them. In some cases, it may be more appropriate to identify another data source for ease of collection (e.g. supervisors) or to increase the strength of the data (e.g. teacher perception of student progress instead of student self-report).



7. Provide confidentiality.

Obtaining data from respondents can often be difficult if they are concerned that their information will be shared with others, or that they will be identified in the report. Always inform respondents of the confidentiality guidelines (e.g. the survey is not anonymous but will not be shared with others), and ***abide by those guidelines.***

8. Encourage respondents to give you the information you need.

Keep instruments short, provide directions, inform folks about how you will use the information, offer incentives (food!), and use a captive audience. These are all ways to make sure respondents complete the instruments.

9. Use low burden methods and processes.

Integrate data collection with on-going processes. For example, do your schools already administer an intake and exit form for participants who tutor? Discussing the addition of a question or two to the forms may allow you to get some outcome data in a relatively easy way. Many agency partners already use intake or exit forms. Build on those!

10. Set a schedule

Timing is a critical element of data collection. Be sensitive to the sites' schedules and when it would be best for the sites to collect the data. Coordinate your data collection efforts with your sites. Trying to push people to give you data that is not ready, not yet collected, or no longer available, only increases resistance.

11. Pilot your process.

Make sure that you can really get the data that you need. For example, if you need crime statistics from the police station for a particular neighborhood, check to make sure that the data will be available when you need it; check to see if the data exists for the population you are serving.

***If you need help with a challenging data collection situation,
call Project STAR 800-548-3656 to get 1-on-1 assistance.***