



jAC Data Collection Training

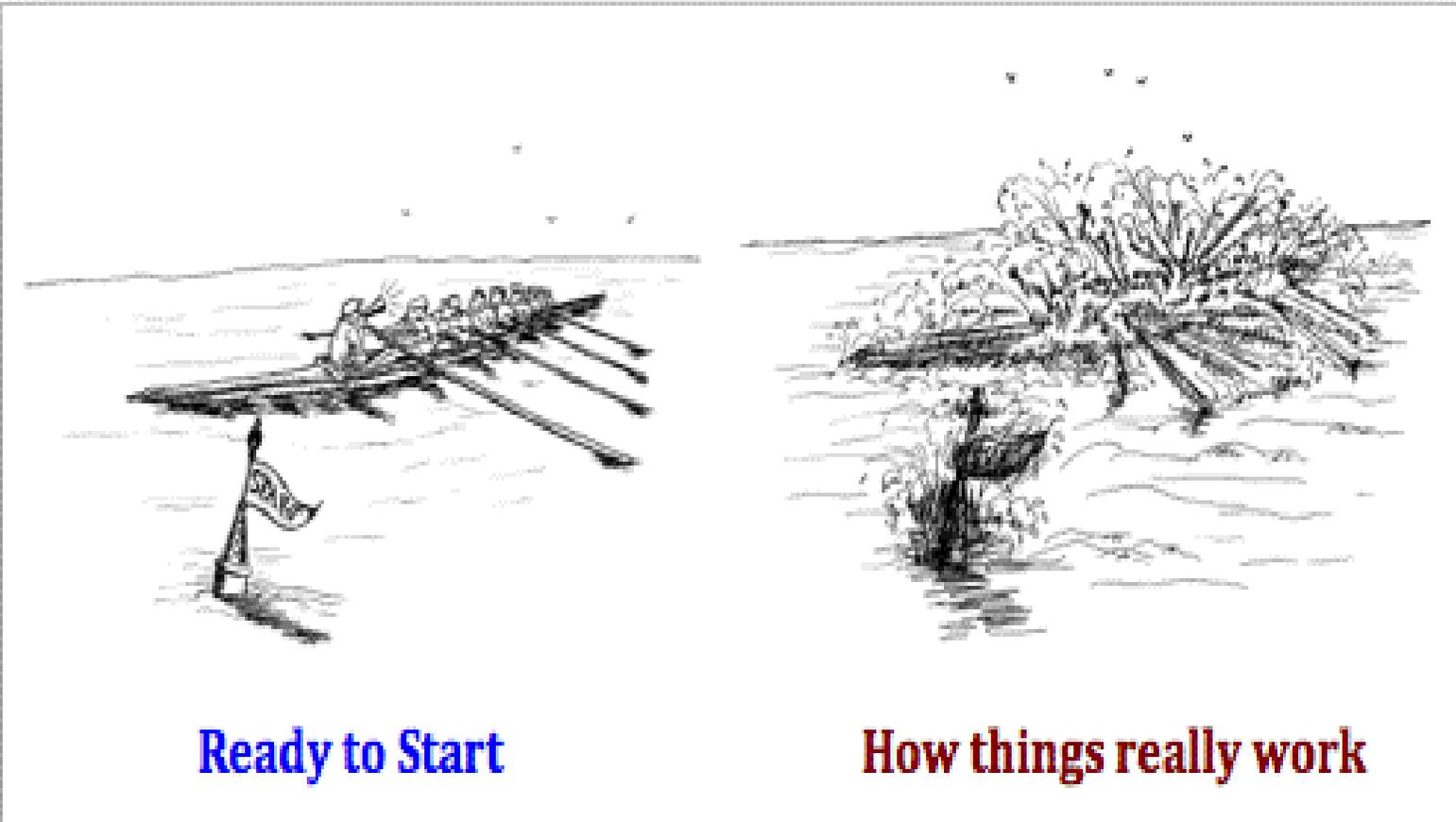
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Andrew Powell, Research Associate

Agenda

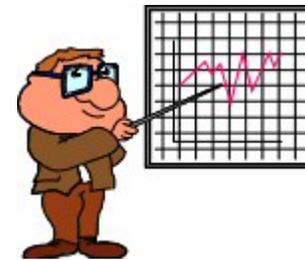
- Introduction to the performance and data collection process
- Database tutorial
- Data reporting guidelines and considerations
- Questions and comments

Why is performance measurement important?

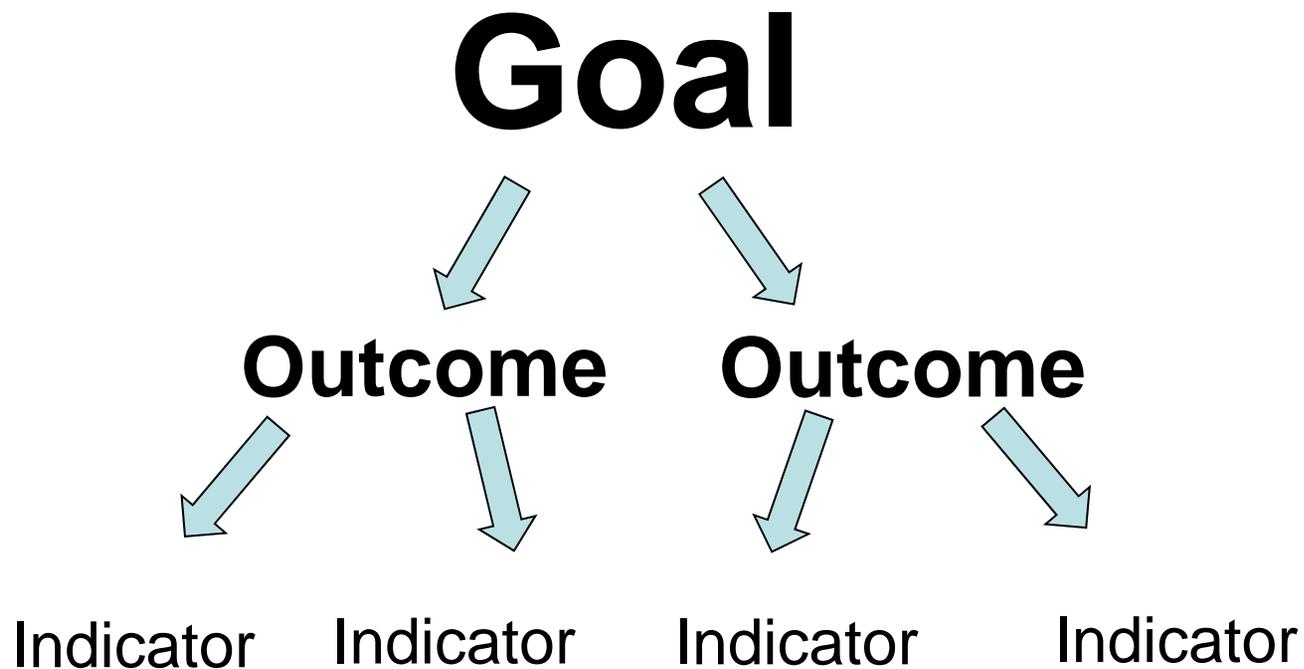


Performance Measurement – Why?

- 1. Build stakeholders' support**
2. Incorporate the perspectives of service recipients and minority and marginalized groups
- 3. Continue or improve funding opportunities for a project**
4. Inform project design
- 5. Measure effectiveness**
6. Change the direction of a project
- 7. Contribute to greater accountability and transparency**
8. Build or improve data collection capacity



Performance Indicators



jAC Indicator Example

Program goal: Increase levels of representation for Unaccompanied Children

Outcome: Representation levels for Unaccompanied Children

Performance Indicator: Number of Unaccompanied Children represented through jAC

jAC's Goals

- Increase levels of representation for Unaccompanied Children
- Increase effectiveness and efficiencies of the Immigration Court system through representation
- Increase identification of Unaccompanied Children who have been victims of human trafficking or abuse and decrease the risk that children may be trafficked upon return to their country of nationality or last habitual residence

jAC's Goals Continued

- Build pro bono capacity to support and represent the population of Unaccompanied Children in the immigration court location(s) in which members serve
- Strengthen national service so that participants engaged in CNCS-supported programs consistently find satisfaction, meaning and opportunity

The jAC Online Reporting System

- Used to allow jAC grantees to report their program performance data
- Can be accessed at: <http://tinyurl.com/jacdata>
- All data input done online, no software installation required
- One of several data sources that will be used to assess the jAC program
- Information collected determined by the program's NOFA and is consistent with its goals and objectives

The jAC Online Reporting System Continued

Data entered using several different data pages or “modules”:

- AmeriCorps member module
- Case data module
- Legal services module
- Trafficking and legal screening module

Data for first two are entered on an ongoing basis, data for the last two are entered monthly

Data Reporting Guidelines

- Data are due on the 3rd business day of the month and will be downloaded the next day for analysis
- For the monthly modules, please submit data each month even if you did not perform any of the services the module collects data for
- Please ensure that all information is up-to-date and accurate
- Data will be reviewed for accuracy and completeness and we will get back to you with any errors

Data Reporting Considerations

- Before entering a child into the database, make sure they are not already in the database
- Double check important pieces of information such as A-numbers and dates
- To maximize accuracy, input data as soon as possible
- If you encounter technical difficulty, feel free to contact Vera for assistance

Confidentiality Concerns

- Individual case information will be seen only by Vera staff who are bound to confidentiality
 - Only Vera will have information on names, A-numbers, relief eligibility, applications filed, etc.
- Grantors (EOIR, CNCS) will only receive this information in *aggregate*
- The database platform utilizes rigorous data security features. For more info see:
<http://www.caspio.com/security-and-reliability.aspx>



Questions?