

Draft Outputs Data Collection Plan Template for Program X

Time Period for Data Collection (e.g., January 1, 2019 – December 31, 2020)

MONITORING AND TRACKING OUTPUTS

Outputs (Direct products of program activities as measured by people served, goods produced, or units of services provided)	Required data + who will provide it (Data elements required to track the outputs and who will provide the data elements)	How the data will be collected (Type of data collection method that will be used)	Timing & frequency of data collection (When the output data will be collected)	Who will collect the data (Who will be responsible for collecting the data)	What data collectors need to know and do (Steps that will be taken to implement data collection)	How will the data collection process be monitored and managed (Who will monitor the data collection process for quality and consistency and how will they do so)
<p>Example:</p> <p>Number of LI 50+ people served by home maintenance workshops</p>	<p>(1)Workshop attendance</p> <p>(1a)Data provided by workshop facilitator</p> <hr/> <p>(2)Demographic data: Year of birth Gender Race Ethnicity Household size Income</p> <p>(2a)Data provided by individuals who participate in the workshop. These are individuals attending for themselves +</p>	<p>(1)Attendance sheets</p> <hr/> <p>(2)Paper survey</p>	<p>(1)At start of every workshop offered by each affiliate</p> <hr/> <p>(2)At conclusion of every workshop offered by each HFH affiliate</p>	<p>(1 & 2)Workshop facilitator</p>	<p>(1)Mark attendance (count of number of people attending)</p> <hr/> <p>(2)Establish and ensure time for survey completion (e.g., 10 minutes between presentation and raffle).</p> <p>Encourage participants to complete survey.</p> <p>Inform participants that if attending for someone to</p>	<p>(1 & 2)HFH will crosswalk workshop attendance sheets with number of surveys submitted to monitor response rate to survey.</p> <p>HFH national will report total people served to FDN.</p> <p>HFH national will report raw survey data to FDN so FDN can determine number of LI 50+ served.</p>

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	individuals attending to help someone else (e.g., caregivers)				complete the survey reflective of self. Collect completed surveys. Send completed surveys to HFH national office.	