OREGON RELIEF NURSERY DATA COLLECTION FORMS INSTRUCTION SHEET

Introduction

This instruction sheet provides a brief overview of each data collection form and highlights the changes made to each form. Following this overview, key points to remember when completing these forms are provided. Every effort has been made to provide data collection forms that are clear and easy to complete. Therefore, rather than provide an item by item description, this instruction sheet is a guide for new and existing staff who are responsible for form completion, quality review, and data entry.

To measure outcomes statewide, the Oregon Commission on Children and Families, along with Local Commission staff, Relief Nursery Directors and Program Managers, and NPC Research, selected 4 key outcomes that previous evaluation reports have found result from families' interaction with Nursery programming: 1. Total risk reduction, 2. Improved parent-child interaction, 3. Improved daily family functioning, and 4. Reduced child welfare involvement.

To ensure quality statewide data that best represents the important work of Relief Nurseries, NPC Research visited each Nursery to review their data collection and management systems, and discussed how, and in what ways data collection could be simplified for Nursery staff. The following updated forms resulted from these visits: 1. Risk Factor Checklist: Intake, 2. Risk Factor Checklist: Update, 3. Family Assessment Form, and 4. Child Data Form.

Form Overview

Timing of Intake Data Collection and Service Clarification

All forms will now be collected on families served with home-based services **and** on families in therapeutic classrooms. All forms now instruct staff to complete each form within "60 days of Program Intake (or date of last follow up)." "Program Intake" is the date that a family begins to receive **either** center-based or home-based services, whichever comes first. Data are now being collected on all Nursery program served families. This change allows for tracking of families in either type of service, and for changes in the family's status, such as risk reduction or improved parent-child interaction, to be monitored over time.

Rather than calling services "Core" or "Outreach," for the purpose of this data collection, we use the term "Center-based Services" for core, and "Home-based Services" for outreach.

Center-based services include therapeutic childhood classroom parent education, and home visits as part of the therapeutic childhood classroom.

Home-based services include families receiving at least four hours of direct nursery services, such as home visits not part of the therapeutic classroom, phone contact, and respite, per month, but are ***not*** receiving center-based services.

You will **not** collect data on families waitlisted for either service type who are not receiving any Nursery services, except for respite **alone**.

Risk Factor Checklists: Intake and Update

Several changes to the Risk Factor checklist were made. The goal of these changes is to provide a useful, meaningful, and easy-to-use tool.

A. First, the checklist is separated so that there is one checklist for intake and another checklist for subsequent 6-month updates. Previously, staff recorded the intake and each update interval on one form, often resulting in confusing and difficult to interpret data records.

B. Second, the form now includes simple and clear instructions about when forms should be completed, and for whom, as well as better definition of items. . Specifically, the Risk Factor checklists are completed at intake and every 6 months for every family served by any Nursery programs. The instructions on the form state:

   *"This form is completed at Program Intake, or within the first few weeks of the family's interaction with any Nursery program or services, and may be updated as additional risk factors **that were present at intake** are learned throughout the family's tenure with the Nursery." The term "family" refers to the served child's legal and primary family, and does **not** include the child's foster family. "Adult" refers to the served child's primary parent(s).*

   Noteworthy is the phrase, "***that were present at intake.***" Previously, the Risk Factor checklist was completed at intake, and as interventionists learned of additional risk factors that were present at intake these were added to the checklist at 6-month intervals. Now, as families become comfortable with Nursery staff, and staff learn of the constellation of risk factors present for the family at intake, staff are instructed to go back to the intake form, **regardless of how long the family has been involved with Nursery programs**, and add these risk factors **to the intake form** so that the full level of risk at program intake is captured. Because of the importance of risk reduction, by accounting for all risks present at intake, this change allows for better tracking of risk reduction.

C. Third, this form clarifies how information is obtained so that the interventionist may note whether a risk factor is present, or not. The form now states:

   "Based on your clinical observations and knowledge of the family, at intake are/were any of the following present."

   This instruction specifies that interventionists record risks based on clinical observation and knowledge of the family. Therefore, direct family disclosure of risk is **not** required for a risk factor to be selected. This change results in a clear response of "yes" or "no" whether the risk factor is present, rather than the previous responses of "suspected" and "confirmed."

D. Fourth, rather than marking whether a risk factor is mutable or non-mutable, risk factors that are present in the family are separated from *historical* risk factors. Further, these historical risk factors are included on the intake form only, while the update form includes risk factors currently present only.

E. Fifth, to ensure clarity and consistency in defining risk factors, this new form contains specifically defined risk factors . For example, rather than state the risk factor as "criminal justice involvement" and providing a corresponding document listing the definition, which may or may not be available to interventionist at the time they are completing the form, this risk factor now reads, *"An adult in this family is incarcerated or under supervision with the criminal justice system."*

F. Finally, for staff ease of use, risk factors are now clustered together in domains. So, for example, all poverty indicators are now together in the same section.

Family Assessment Form

Unlike the Risk Factor checklists, fewer changes were made to this form. However, two main differences exist between this new form and the older version.

A. First, this form was reformatted to improve the form's ease of use by including clearly defined items organized in a logical flow and to visually match the format of the other data forms.

B. Second, only demographic information and items related to statewide outcomes are required. The remaining items are now optional. Each local Nursery will decide what, if any, they will continue to collect of these optional items.

Child Data Form

Similar to the Family Assessment Form, the Child Data form was changed to improve ease of use, and to include outcomes tracked at the state level. Thus, the following changes were made.

A. First, formatting improvements were made so that the form matches the other data forms.

B. Second, this form provides clear and specific instructions about when the form is collected and for whom. This form should only be completed for children ages 0-6, which is now stated in the instructions.

C. Third, as with the Family Assessment form, only items related to statewide outcomes are required, specifically: Improved parent-child interaction and reduced child welfare involvement. Specifically, items 15-31 are optional for the statewide data collection, although individual nurseries may choose to require some or all of them.

D. Fourth, to capture child welfare involvement consistently across the Nurseries, a section on child welfare interaction was added to this form. While certain Nurseries serve families referred from DHS, others do not, and as the availability of child welfare history is varied across Nurseries, NPC Research will continue to collect these data directly from DHS. However, as reduced child welfare interaction is one of the 4 key outcomes tracked statewide, and in the event that evaluation funds become unavailable in the future, to the extent possible, individual Nurseries may choose to begin the process of building their capacity for collecting child welfare history. At present, and until further notice, Nurseries are **not** expected to complete the child welfare history section. ***However,*** each Nursery is asked to complete the child welfare status section on the child data form which is updated at each 6-month data collection interval.

Questions and Answers

1. When do I start using this form?

   We ask that Nurseries adopt these new forms immediately, and no later than February 1st, 2008. You will use all new forms on each new family that enters the Nursery after January 1 2008, and you will use the new forms when updating each presently served family. Do I have to go back and redo forms I've already completed?

   The reporting periods for each Nursery are in 6-month increments. The current reporting period started January 1, 2008. Thus, we ask that you go back and redo the forms **only** for new families that entered on January 1, 2008 or later.

2. What happens if a family exits, and I just completed their update 2 months ago?

   To capture the best picture of the family's status before they exit the program, we ask that program staff complete an update at exit **only** if the last update occurred more than 3 months prior to exit.

3. What happens to the data after staff complete the form?

   We recommend that each Nursery identify a person (typically the supervisor or data entry specialist) who will check each form for completeness and accuracy. The use of a quality assurance check-list is in place at select Nurseries to ensure that at least one additional pair of eyes reviews each form prior to data storage or data entry. In our experience, it is far easier to return forms directly to staff so that they can complete missing items as soon as possible after the form is initially completed.