

Prepare to Collect Data

Collect data. To assure consistency across data collectors and across time, clearly articulate and pilot test data collection procedures for each EQ. Here is a list of steps:

- A. Decide how long to spend collecting and analyzing data, then schedule time and allocate resources for data collection, entry and analysis.
- B. Write data collection procedures down.
- C. Pilot test measures. Observe data collection procedures and examine the pilot data.
- D. Revise measures, instructions, and timeline as needed.
- E. Train data collectors so that data are collected in a consistent way.
- F. Have data collectors document their actual data collection procedures, including any modifications to procedure.
- G. Perform data entry and examine data on an ongoing basis. Adjust data collection procedures as needed.

Reminders: Back up electronic data frequently. Keep hard copies of data in a well-known secure location, to check data entry later and in case electronic files are lost.

Example spreadsheet for data entry:

Person ID	Program Site	program participation	age	gender	pre score	post score
0004JE	1	1	16	1	70	80
5014NE	3	1	12	1	80	80
1008AE	2	1	15	1	75	70

etc.

Once you have collected data, don't let the data get "stale" on the shelf. As soon as possible after data collection is complete, start preparing to analyze it. If possible, analyze data as you are collecting it, so that problems with measures or data collection procedures come to light sooner and can be corrected early on.