Civic Leadership & Engagement Corps

Data Tracking Instructions

2023-2024

Table of Contents

Purpose

Washington Campus Coalition for the Public Good (WACC) aims to support our partner institutions, site staff, supervisors, and CLEC AmeriCorps members in efficiently and accurately communicating the impact of members' service to our stakeholders, the public, and AmeriCorps. This document is your guide to reporting responsibilities, key dates, and how to accurately track data.

What Data Must Be Tracked?

The following data points must be tracked by all members at host sites:

1) <u>The number of beneficiaries served by members for each reporting period</u>
   Varies by focus area. E.g. number of K-12 students served, number of acres of public/tribal land treated, number of pounds of food provided, etc.

   This data is reported in <u>bimonthly data reports by designated supervisors</u>.

2) <u>Additional Program-Wide Data Elements</u>
   AmeriCorps requires reporting of the following additional program-wide data elements which must be tracked by all sites:
   a. Number of volunteers recruited.
   b. Number of volunteer hours contributed.
   c. Number of veterans served.
   d. Number of children and youth under 24 years old served.

   These data are aggregated nationally and <u>do not</u> mean that you need to pivot your program to serve these audiences, necessarily.

   While members track this data, supervisors report in their final report (via a Qualtrics survey).

Why Data Tracking Reports Are Important

Data Tracking Reports offer a snapshot of the work our sites are doing as well as helping us stay on track to meet annual program goals. Data tracking is important for continued funding as AmeriCorps requires WACC to report on annual achievement towards performance measures in our grant. It also demonstrates the impact our service members are contributing to communities at WACC sites throughout Washington and Idaho - and nationally. WACC requires all partner institutions and host sites to have a data tracking plan and report on program-wide data elements.

How to Track Data: Data Tracking Tools

Data must be tracked using an instrument or tool, such as a spreadsheet or sign-up sheet.
- **CLEC staff have created Data Tracking Tool Templates that are available on the CLEC program website under Member & Site Staff Resources.**

- Host sites should review these templates <u>BEFORE</u> creating their data tracking reports to ensure they are tracking <u>all required elements</u>.
- Host sites are strongly encouraged to use or modify these templates or may create their own.

Supervisors must train their members in the first 1-2 weeks of service on how to track data, check it for accuracy, and ensure numbers are not duplicated. Supervisors should review tracking data and tools <u>monthly</u> with members at a minimum (more often at the start of service).

Each individual served should only be counted <u>once</u>, including if there are multiple members serving the same group of individuals, or if the same group of individuals is served across multiple Data Tracking Reports. Note that AmeriCorps members <u>may not</u> be counted as beneficiaries in your data reporting.

Who Tracks & Reports: Roles & Responsibilities

<u>SUPERVISORS</u>
Supervisors are responsible for ensuring that data reported by members is accurate, unduplicated, and valid. Supervisors should provide members with tracking tools and sufficient training for how to accurately collect valid and unduplicated data. WACC CLEC AmeriCorps staff also provide trainings and Q&A Sessions to review data tracking requirements and answer questions.

If a site has more than one member collecting the same data (e.g., serving the same group of individuals or treating/restoring the same acres of land), the supervisor should assign ONE member to be the "<u>Designated Reporter</u>" who will submit data for their group. Supervisors should notify their CLEC AmeriCorps Enrollment Coordinator, [Lainie Juhl](#) or [Christina Carlson](#), to get their Designated Reporter set up in America Learns to receive the Data Tracking Reports. This is to avoid duplication (e.g., double reporting) of data so reported numbers are accurate.

Supervisors are expected to review their member's Data Tracking Reports by the deadline. All member Data Tracking Reports are submitted via [America Learns](#).

<u>MEMBERS & DESIGNATED REPORTERS</u>
Members who are Designated Reporters are required to submit Data Tracking Reports <u>with each timesheet approximately every two weeks</u> to their supervisors. If a member is serving a set group of individuals throughout their term of service, these individuals should <u>only be counted on the first data tracking report</u>, and not entered in consecutive reports to avoid duplication.

Member Data Tracking Reports are submitted via [America Learns](#) and must be completed and submitted before submitting the timesheet.

When to Track & Report: Key Dates

First 1-2 weeks of service

Supervisors train member(s) on how to accurately track and report on data. Supervisors notify WACC staff who their Designated Reporter is (if in a cohort of other members serving the same beneficiaries).

Monthly

Supervisors review data with member(s) and check for accuracy and non-duplication.

1st and 16th of each month: Data Tracking Reports Due

Each project site's Designated Reporter must report data twice per month with timesheets in America Learns. Due dates are the same as timesheets: the 1st and 16th of each month. Designated Reporters cannot submit timesheets without also submitting Data Tracking Reports.

Additional Assistance

For additional assistance related to data tracking and reporting, please contact:

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