

ATOD evaluation protocol: *Coalition skills inventory*

Overview

This evaluation is intended to assess the skills and talents coalition members are able to offer the coalition. Your coalition members will be given a voice that they may not otherwise feel comfortable offering in a public forum. This specific tool gauges member strengths that can be applied to coalition tasks and also identifies opportunities for skill building.

Data collection

- This full tool should be administered to your coalition as needed in order to assess the skills and interests of members. If there is high turn over, you may wish to administer the survey more often.
- The survey is currently offered in a paper-and-pencil version, and could be offered in an online version, if requested. Please make every effort possible to ensure that each coalition member only fills out one survey and that data are collected over a reasonably short period of time (about one month interval).

Data collection steps

Approximately a half an hour should be set aside on the agenda for the survey. This will ensure that members are able to thoroughly read and answer the questions. You should also choose a meeting that does not tend to have poor turnout (e.g., right before a holiday). Paper surveys should be handed out to coalition members and a brief introduction can be given.

If this approach does not maximize the number of coalition members surveyed, you may also choose to send the survey out via mail or administer it over the course of multiple meetings. The goal is to survey as many coalition members as possible within a one-month period in order to see the most representative results.

- If administered in-person, once coalition members have completed the survey, there should be at least one (or more, if you have a large coalition) manila envelope that members can place the completed surveys in without other people viewing their responses. Once all surveys have been returned, you can collect the envelopes.
- If administered through the mail, an addressed, stamped envelope should be included with each survey so the participant can seal it and return it with minimal effort. A return address should not be pre-written on these envelopes in order to maintain confidentiality when they are mailed back.

Consent

This survey gathers information about strengths and skills that can be directly applied to coalition tasks. For this reason, the survey is not anonymous as you may want to follow up with members at a later date. It is important to make sure coalition members know this before filling out the survey. A formal consent form is not needed for participation. However, participation is voluntary for all coalition members, so if a member does not wish to participate, he/she is not required to do so.

Step-by-step data entry instructions

Wilder has created Excel spreadsheets for completing data entry and two other spreadsheets in the same workbook that will automatically analyze results. If you have any questions about the tracking or the data entry or analysis, please contact your identified Wilder consultant.

The following provides a step-by-step process for completing the data entry into Excel.

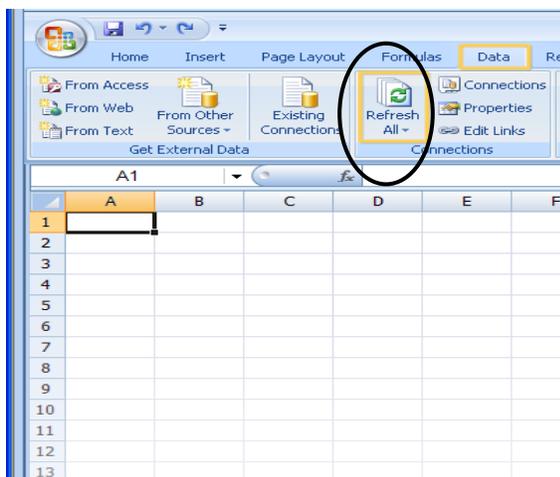
Data entry tab

1. For the first survey, enter the name, listed at the top of the survey.
2. Each survey question is identified in the spreadsheet by the question number (Question 1 = Q1) and a key word or phrase from that question. The key words are to help you keep track of what question you are on as you complete your data entry. They do not represent the full meaning of the question.
3. Click on the cell under column B (“Q1. Speaking publically”) to record the skill level marked for Question 1. A gray arrow will appear to the right of the cell – click on this arrow to access a drop-down menu of responses. Select the response that corresponds with the survey answer. *Note: be sure to select the response carefully and check your answers. It is easy to make errors at this step in the process.*
4. Click on the cell under column C (“Q1. Speaking publically: Circled”) to mark whether Question 1 was circled as enjoyable to the respondent. A gray arrow will appear to the right of the cell – click on this arrow to access a drop-down menu of responses. Select whether that question was circled or not.
5. Click on the cell under column D (“Q1. Speaking publically: Example of skill”) to enter any additional information written for Question 1. This is a write-in question. No gray arrow will appear when you click on the cell. Instead, type the answer directly into the box.
6. Repeat steps 3-5 for the remaining questions on each survey.

7. The final questions are write-in questions. Type the answer written by the respondents directly into the box.
8. Repeat steps for all surveys. If a respondent left any questions blank, you should leave those cells blank on the spreadsheet.

Summary Tabs

1. The summary tabs allow you to see summary statistics about the number of coalition members reporting they have specific skills. On the **Data by Skill** tab there is also a table that will allow you to filter data and view it by skill area.
2. After entering a batch of data, the summary sheet may need to be refreshed before reflecting the new data entered. You can refresh the data in one of two ways:
 1. Save the database, close, and reopen it. The data will refresh automatically upon opening the database.
 2. In Microsoft Excel 2007, you can also click on the Data tab at the top of the screen and click on “Refresh All.”



Reporting

- You will be responsible for reporting data from these surveys to your coalition.
- To report the results to your coalition, you can prepare a simple one-page summary to hand out to them. In this summary, you should include a sentence or two about the skills inventory, its purpose and goals, the number of participants, and the time period in which the surveys were completed.
- Below is a sample table for presenting your data. However, your decision on how to present the quantitative data should be based on your preferences and those of the people with whom you are sharing these findings.

Sample - Table

How skilled are you in the following areas:

	Highly skilled	Skilled	Somewhat skilled	Not very skilled
Speaking publicly. (N=8)	1	2	2	3
Promoting new ideas. (N=8)	-	3	1	4

- The open-ended responses are also helpful to report. You can report the open-ended responses either as a de-identified verbatim list or as a list of themes. If you are including a list of verbatim responses, it is essential that you make sure you remove any information that could be identifying, such as ages, names, genders, etc. If you remove information, just insert a bracket with a description of the type of information that was removed, for example, “I most enjoy working with [other member] on coalition tasks.”
- For more information about reporting open-ended responses, please see EvaluATOD
- For more information on interpreting results and reporting, please see EvaluATOD.