

3-STEP DATA COLLECTION PROCESS

STEP 1: NOTIFICATION ➡

You are required to notify West Virginia GEAR UP's central/regional staff two weeks in advance of every GEAR UP-sponsored event at your school, outside of tutoring, mentoring and recurring academic enrichment activities. Here's how:

A) Finalize the details of your event. Before you submit your notification, be sure you can report the key logistical aspects of your upcoming activity, such as time, location and presentations planned.

B) Determine whether or not you need to notify central and regional staff. If you are coordinating a recurring event (such as tutoring, mentoring or recurring academic enrichment activities), skip to Step 2 of the Process. Otherwise, plan to complete an Event Notification Form for any non-recurring student, parent, family or community event. Once complete, submit your Event Notification Form to your Regional Director.

C) Submit your notification forms at least two weeks prior to your event. If you cannot provide two weeks notice, please discuss the timeline of the activity with your Regional Director to determine if it is ok to proceed.

D) Once the event has been approved, the Regional Director will provide email confirmation to the Site Coordinator(s) and County Coordinator.

STEP 2: DATA COLLECTION ➡

The Site Coordinator is responsible for ensuring data are collected about activities that meet GEAR UP goals, even if he or she is not present at the time the activity occurs. Here's how to collect all of the data needed to report activity participation:

A) Determine if you will be reporting participation by completing an Activity Sign-In Sheet or if you will be documenting activity by using data reported on the back-end from a website, computer program or app.

Activity Sign-In Sheet - Should be completed for any event or activity at which students, or students and their parent/guardians are attending, but for which no back-end data from another system are being used to document participation.

OR

Back-end Students & Parent Activity - Documents individuals' activity by generating back-end data from websites, computer programs or apps. All information that is required on an Activity Sign-in Sheet must accompany the back-end data, so a Sheet can be attached to the supporting activity data.

B) Regardless of how you will be recording participation in your activity, you must report all information specified at the top of the Sheet. This includes the activity name, date and time it occurred, the activity category¹ and the delivery type,² and the time the participants were actively engaged³ in the activity.

C) Remember, although you are not required to notify central or regional staff members of recurring events (such as tutoring or mentoring), you are required to ensure that data are collected to record these activities. If the methods noted above are not conducive to collecting data for a recurring event or a large assembly, please contact your Regional Director.

STEP 3: DATA REPORTING ➡

Once activity data have been collected, the Site Coordinator is responsible for sending the activity data, as either a hard or soft copy, to the Regional Directors for entry into SCRIBE:

A) Site Coordinators should send all activity data to their Regional Director by the 15th of the month following the activity. For example, all September activity documents are due to the Regional Director by October 15th. These can be mailed, passed to your Regional Director during visits to your school or submitted electronically using our secure data transfer system. Activity data cannot be emailed; transmission of student personally identifiable information (PII) is prohibited as part of the agreement counties sign to participate in GEAR UP.

B) Data concerning all activities that meet GEAR UP goals will be entered by the Regional Director into our data repository, SCRIBE. As part of this process, the Regional Director will verify that all necessary data have been provided and that they have been reported correctly. The Regional Director will contact the Site Coordinator who provided the data with any questions.

C) After entering the data into SCRIBE, The Regional Director will generate an Activity Summary Sheet from SCRIBE and attach it to the associated backup documentation. The Regional Director will return the completed packets to the Central Office for data validation.

D) The Coordinator of Research and Evaluation will ensure that activity data have been entered correctly and completely as part of the data validation process. Any questions regarding the accuracy of the data entered or the sufficiency of the backup data provided will be shared with the Regional Director, who will contact the Site Coordinator for clarification, if needed.

E) Per federal regulation, all data collected as part of GEAR UP must be retained for 3 years after the grant ends.

1. The activity category is the type of activity that was conducted, e.g., tutoring. Please see the Activity Sign-In Sheet for the full list.

2. The delivery type is the method by which the activity was conducted, e.g., in-person or by email. Please refer to the Activity Sign-In Sheet for all delivery types. As noted on the Sheet, every 2 in-bound texts or emails can be counted as 5 minutes of activity. It should also be noted that activity in recorded web-conferences needs to be documented, proving they actually watched it.

3. Active participation is the time the participant was engaging in the activity, even if it wasn't for its full duration.