

## Data Submission Template Instructions

As part of the North Carolina evaluation of Triple P, providers are asked to submit data for all interventions completed each calendar quarter (see dates on page 8). This data is state required and serves as quality assurance for communities, and allows for feedback from caregivers as to whether the program is meeting their needs.

This template has been developed to offer a simple and consistent method for reporting required state data for providers in the Western North Carolina region.

### How is the template structured, and what is included?

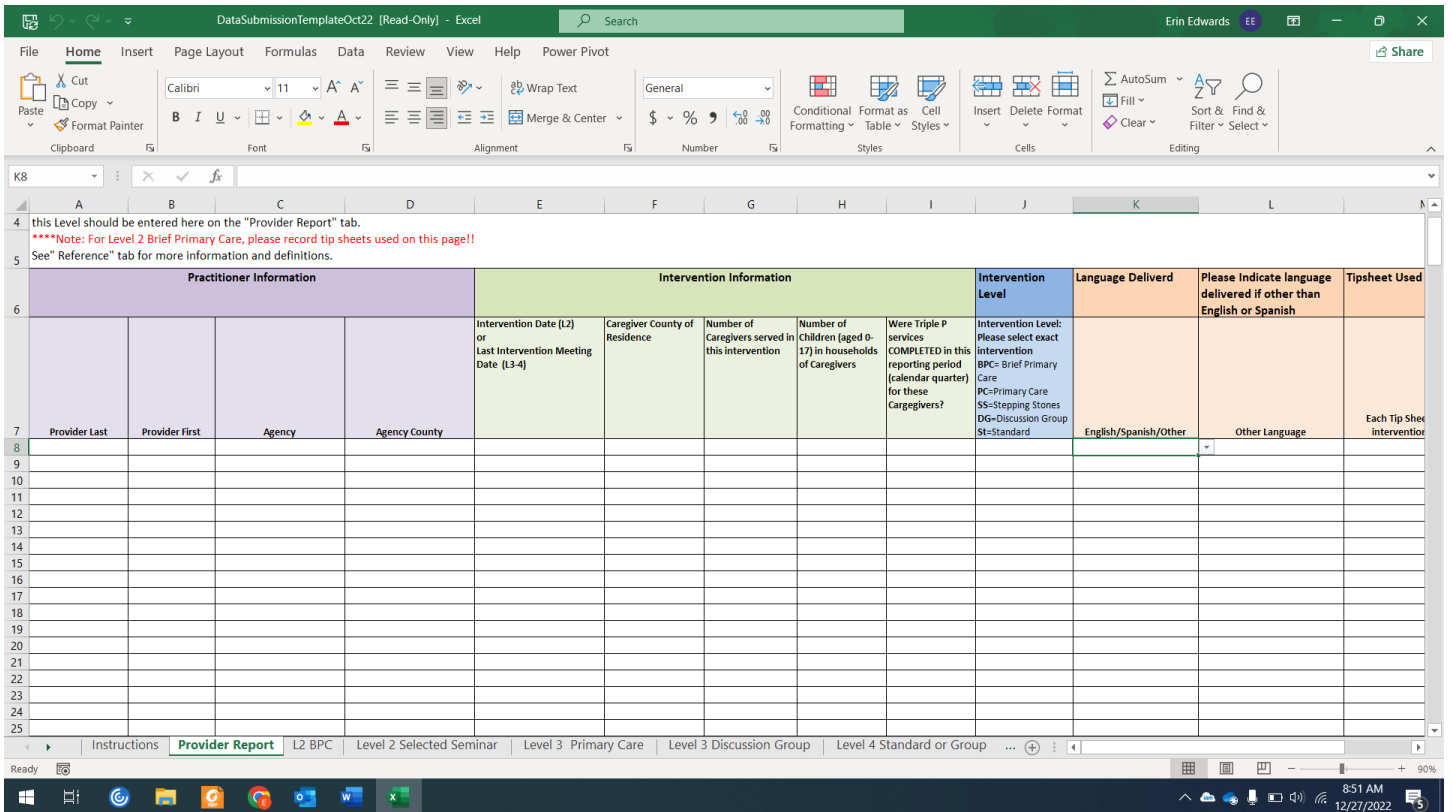
- The first “Instructions” Tab lists the required data submission per each specific Triple P level and provides links to the specific survey or questionnaire for provider convenience.

ALL LEVELS: Please complete the first sheet titled 'Practitioner Report'. Each intervention Level has additional reporting requirements. Please use this list as a reference to insure that you are collecting and submitting all required data to us.

Intervention Level	Forms and Questionnaires*
Level 2 Brief Primary Care	Please keep records of Tip Sheets used in BPC interventions
Level 2 Brief Primary Care Stepping Stones	<a href="#">Client Satisfaction Questionnaire 0-12 and SS</a>
Level 2 Brief Primary Care Teen	<a href="#">Client Satisfaction Questionnaire Teen</a> (Optional: Caregiver Contact Record)
Level 2 Selected Seminar	<a href="#">Client Satisfaction Questionnaire 0-12 and SS</a>
Level 2 Selected Seminar Stepping Stones	<a href="#">Client Satisfaction Questionnaire Teen</a>
Level 2 Selected Seminar Teen	<a href="#">Parent Satisfaction Survey</a>
Level 2 Selected Seminar Stepping Stones	(Optional: Seminar Sign-in Sheet)
Level 3 Primary Care	<a href="#">Client Satisfaction Questionnaire 0-12 and SS</a>
Level 3 Primary Care Stepping Stones	<a href="#">Client Satisfaction Questionnaire Teen</a>
Level 3 Primary Care Teen	<a href="#">Parenting Experience Survey</a> (Optional: Caregiver Contact Record)
Level 3 Discussion Group	<a href="#">Discussion Group Satisfaction Questionnaire</a>
Level 3 Discussion Group Teen	(Optional: Discussion Group Sign-in Sheet)
Level 4 Standard	<a href="#">Parenting Scale</a>
Level 4 Standard Teen	<a href="#">Parenting Scale- Adolescents</a>
Level 4 Standard Stepping Stones	<a href="#">Strengths and Difficulties Questionnaire (2-4)</a>

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- The second “Practitioner Report” tab should be completed by **ALL** providers regardless of the level of Triple P provided.
  - Please complete a row for each intervention delivered in this reporting period. This includes Level 2 individual interventions (“Brief Primary Care”).
  - Please remember that each Tip Sheet used equates to its own intervention and should have its own line item per Tip Sheet used.



- Additional separate tabs have been developed for each specific intervention level.
  - Please complete these as indicated for each level of intervention on the “Instructions” tab and include all interventions that were initiated and/or concluded in this reporting period (completed or incomplete). These tabs include: Level 2 Seminar, Level 3 Primary care, Level 3 Discussion Group, Level 4 Standard or Group. These specific intervention tabs are relevant for all variants of the interventions e.g., 0-12, Teen, and Stepping Stones)
  - There is no additional separate tab for Level 2 individual interventions (Brief Primary Care), all information required for this level is included in the “Provider Report” tab.









- Strengths and Difficulties Questionnaire (SDQ) Scoring Tool tabs for ages 2-4 and 4-17
  - Please note that these tabs are used to calculate the SDQ for a single intervention. As a result you must complete it for each individual intervention. This is not a required tab, but a tab present in our efforts to simplify scoring for our providers.

**SDQ 2-4 Scoring Tool**

Question	Response(Pre)	Response(Post)	Score
1	Somewhat True		2
2	Somewhat True		0
3	Somewhat True		1
4			0
5			0
6			0
7			1
8			0
9			0
10			0
11			1
12			0
13			1
14			0
15			
16			
17			
18			
19			
20			1
21			0
22			1
23			0
24			
25			

**SDQ 4-17 Scoring Tool**

Question	Response (Pre)	Response (Post)	Score
1			0
2			0
3			0
4			0
5			0
6			0
7			0
8			0
9			0
10			0
11			0
12			0
13			0
14			0
15			0
16			
17			
18			
19			
20			0
21			0
22			0
23			0
24			0
25			

## **Submitting Data**

- Data is to be submitted on a quarterly basis. Your area lead will send out Data Call Out emails at the end of the quarter. You may email a copy of your completed Data Submission Template to your area lead or to [TripleP@mahec.net](mailto:TripleP@mahec.net)
- For reference, data due dates are as follows:
  - Quarter 1: (January 1-March 31), data is due by April 15<sup>th</sup>
  - Quarter 2: (April 1-June 30), data is due by July 15<sup>th</sup>
  - Quarter 3: (July 1-September 30), data is due by October 15<sup>th</sup>
  - Quarter 4: (October 1-December 31), data is due by January 15<sup>th</sup>

Please contact your Area Lead or [TripleP@mahec.net](mailto:TripleP@mahec.net) if you have any questions. We are here to help!

Thank you for all do for the children and families in North Carolina

## **Area Leads**

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