#### **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.

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Triple P Intervention Levels a		0
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THANK YOU!	sneet threu Practitioner report . Lach intervention Level has adultional reporting requirements. Frease use this	nst as a reference to insure that you are conecting and submitting an required data to
Intervention Level	Forms and Questionnaires*	
	*Required forms Can be found by clicking the links below or Can be downloaded from the Triple P Western North Carolina website at www.Triple	a DWAIC som
0		er www.com
1 Level 2 Brief Primary Care	Optional forms available upon request Please keep records of Tip Sheets used in BPC interventions	
2 Level 2 Brief Primary Care Stepping Stones	Client Satisfaction Questionnaire 0-12 and SS	
3 Level 2 Brief Primary Care Teen	Client Satisfaction Questionnaire Beiz and 55	
4	(Optional: Caregiver Contact Record)	
5	)	
6 Level 2 Selected Seminar	Client Satisfaction Questionnaire 0-12 and SS	
7 Level 2 Selected Seminar Stepping Stones	Client Satisfaction Questionnaire Teen	
8 Level 2 Selected Seminar Teen	Parent Satisfaction Survey	
9 Level 2 Selected Seminar Stepping Stones	(Optional: Seminar Sign-in Sheet)	
0	Client Satisfaction Questionnaire 0-12 and SS	
21 Level 3 Primary Care 22 Level 3 Primary Care Stepping Stones	Client Satisfaction Questionnaire 0-12 and SS Client Satisfaction Questionnaire Teen	
3 Level 3 Primary Care Teen	Parenting Experience Survey	
4	(Optional: Caregiver Contact Record)	
15		
6 Level 3 Discussion Group	Discussion Group Satisfaction Questionnaire	
7 Level 3 Discussion Group Teen	(Optional: Discussion Group Sign-in Sheet)	
8		
9 Level 4 Standard	Parenting Scale	
0 Level 4 Standard Teen	Parenting Scale- Adolescents	
1 Level 4 Standard Stepping Stones	Strengths and Difficulties Questionnaire (2-4)	
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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.

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ŀ	****Note: For Leve	el 2 Brief Primary b for more inform	n the "Provider Report" Care, please record tip s nation and definitions. itioner Information	tab. sheets used on this page!		Interve	ntion Information	1		Intervention	Language Deliverd	Please Indicate language	Tipsheet Us
										Level		delivered if other than English or Spanish	
					Intervention Date (L2) or Last Intervention Meeting Date (L3-4)	Caregiver County of Residence	Number of Caregivers served in this intervention	Number of Children (aged 0- 17) in households of Caregivers	Were Triple P services COMPLETED in this reporting period (calendar quarter) for these Cargegivers?	BPC= Brief Primary Care PC=Primary Care SS=Stepping Stones DG=Discussion Group			Each Tip Sł
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- 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.

The required measures associate with each level are on corresponding tabs. Please see examples below
 Level 2 Seminar (Parent Satisfaction Survey)

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2	Date of Intervention	1. How would you rate the quality of the seminar presentation?	2. Did the seminar provide sufficient opportunities for questions?	3. Was the seminar interesting to you?	4. Did the presenter use clear examples to illustrate parenting issues?	5. Did the presenter provide clear explanations?	6. Did you gain sufficient knowledge or information to be able to implement the parenting advice you heard about?	7. Overall, how would you rate the content of the seminar?	8. Was the seminar helpful in gaining an understanding of what you can do to help your child learn new skills and behavior?	9. Was the parenting tip sheet you received useful?	10. Do you intend to implement the parenting advice you received?	
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# • Level 3 Primary Care (Parenting Experience Survey and Client Satisfaction Questionnaire)

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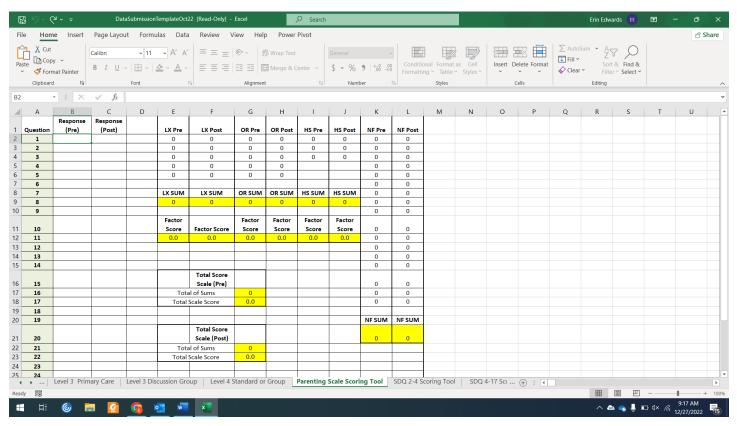
• Level 3 Discussion Group (Group Satisfaction Questionnaire)

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- Level 4 (Parenting Scale, Strengths and Difficulties Questionnaire (SDQ), and Client Satisfaction Questionnaire (CSQ))
  - Triple P WNC has a Strengths and Difficulties and Parenting Scale Scorecard Tool tabs available that providers may use to calculate those scores as need for data entry and submission. These are separate tabs available in the most current data submission template. See below for additional information
  - Move calculated scores over to equivalent columns on the Level 4 Standard or Group tab
  - Please note that for those completing Level 4 Group Teen or Level 4 Standard Teen, they will NOT have a hostility score on the Parenting Scale. Please leave that item blank, as the Parenting Scale for Adolescents does not have that particular subscale. These families will still have the following scores: Total Score, Laxness and Over-reactivity

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- Parenting Scale Scoring Tool tab
  - Please note that this tab is used to calculate the Parenting Scale Score 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.



- 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.

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## **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
   <u>TripleP@mahec.net</u>
- 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 <u>TripleP@mahec.net</u> 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**

Sarah Clark	<u>Erin Edwards</u>	<u>Karla Weis</u>
Buncombe	Burke	Cherokee
Madison	Henderson	Clay
McDowell	Polk	Graham
Mitchell	Rutherford	Haywood
Yancey	Transylvania	Jackson
Sarah.Clark@mahec.net	Erin.Edwards@mahec.net	Macon
		Swain

Karla.Weis@mahec.net