

Dashboard for Success

An Evaluation & Data Collection, Management, Analysis & Reporting System

Geo Education & Research¹ has teamed with Lightstone Data to create an integral approach to evaluation and the collection, storage, analysis and reporting of data to document agency work and results. The software you will see in this document allows agencies to create more opportunities for funding by showing potential grantees the good work that they are doing. It also allows agencies to gauge their success on an ongoing basis so they can become more nimble in addressing performance challenges and the changing environments in which they operate. We couple this system with our community development and empowerment approaches to evaluation design (tailored to each user's needs). We develop simple or complex (but always meaningful) methods for identifying expected outcomes (results) and for developing appropriate ways to measure them.

As an example, surveys may be a useful way to measure progress, but too often they end up in the back of someone's file cabinet. This system not only allows surveys or many other types of data to be easily managed (with the questions and range of responses designed by you) but has numerous reports to show what it all means. The minute the data are input, users of the system can paint a picture of the agency's real world engagement by easily creating a table and image (e.g., pie chart, bar chart, graph) to display the results. These reports can be easily exported for use in written reports or web pages. Users can also subscribe to them and have them emailed to them on a timeframe of their choice. Since it is hosted on a secure, password protected website that is regularly backed up, the data can be entered and the reports can be generated from anywhere and hundreds of people can use the system simultaneously.

The International Criminal Court uses a system we built to collect data in several African countries. Staff there and in The Hague in The Netherlands can run reports anytime to see the activities and results of their work with victims and can aggregate reporting from village to the national levels. National Safe Place uses a system with 40+ canned reports to allow colleagues in 150 youth homeless shelters serving 1,500 communities to enter, store and report on their data at any time. Consequently, data in these systems are being used daily and also make developing annual or quarterly reports a breeze. We thank our clients for allowing us to show you these images of their sites with their permission.

Login Security and Management of Users

The first thing the user sees when opening up their website is a login screen. Though the web pages are on the Internet it is truly an Intranet system: not open to the casual web surfer but available to the agency that has accounts to access the site. Once the user's credentials are entered he/she will see a screen that reflects what he/she is allowed to do according to his/her user rights. The National Safe Place system has 4 levels of rights.

Since this system is used by a national agency that has over 150 nationwide agencies that belong to it, the highest rights of Web Master can change any account status. This allows them to assign an Admin account to each agency. Once the Admin is logged in he/she can add accounts to his/her own agency (only) up to an Admin's capability. This way the national organization is not responsible for every agency's accounts; it only has to setup one account with an Admin capability.

¹ For more information, please contact Bill Leon, Ph.D. at Geo Education & Research, Washington State, USA. Phone: 206.364.6660 or 206.914.6663 or billleon@geoeducation.org.

Data Entry

The agency data itself can only be updated by an Admin within that agency or anyone with Web Master capability. So, it is incumbent on the agency itself to have an Admin who is responsible for making sure the data are updated.

National Safe Place Login Accounts Administration

Agency Name: Advocates for Bartow's Children Population: 3400
 Address: P.O. Box 446 Cartersville GA 30120
 Phone#: (770) 387-1143 Mobile#: Fax#: (770) 606-0732 Email: manian@advochild.org
 Website: www.Advochild.org Date Entered: 4/1/2001 Archive Status: Active
 Contact: Maxine Barber Presentations Goal: 16245 Outreach Cards Goal: 25000

History Notes - Only Seen by NBP Staff

Date	Note

Staff

Name	Start Date	End Date	Position	Current	Email	Hours
Marian Barber	7/14/2008		Coordinator	True	manian@advochild.org	20
Melissa Hunt	3/23/2007		Other	True	melissa@advochild.org	40
Catherine Balance			Development Director	True	Catherine@advochild.org	0
Patty Eager			Executive Director	True	Patty@AdvOChild.org	0

Sites

Site Name	Store#	Address	City	State	Zip	Phone
1. Bank/Credit or Lending Institution	Sun Trust Bank			GA		770.383.7445
2. Church/Faith-Based Organization	Trinity United Methodist Church			GA		770.386.1414
3. Community Center	County Fire Station 9	Highway 61	Cartersville	GA		770.387.5157
4. Entertainment, Sports/Recreation	Choi Kwang Do of Cartersville	1239 Joe Frank Harris Pkwy	Cartersville	GA	30120	678.721.5166
5. Fire Department	City Fire Sta - Highway 113			GA		770.387.7411
6. Fire Department	City Fire Sta - MLK Drive			GA		770.387.5634
7. Fire Department	City Fire Station - Erwin St			GA		770.387.5634
8. Fire Department	City Station #2	90 Peoples Valley Rd.	Cartersville	GA	30120	770.387.5637
9. Fire Department	County Fire Station #	Covered Bridge Rd	Euharlee	GA		770.387.5155
10. Fire Department	County Fire Station 1	Highway 20	Cartersville	GA		770.387.5151
11. Fire Department	County Fire Station 10	Hinshaw 140	Adairsville	GA		770.677.0091

24. Grocery Store - Publix

24. Grocery Store - Publix				GA		770.606.2360
25. Libraries	Bartow County Library - Adairsville			GA		770.382.4203
26. Libraries	Bartow County Library - Adairsville			GA		770.769.9200
27. Libraries	Bartow County Library - Euharlee			GA		770.382.4203
28. Medical/Health Service Providers	Southern Medical & Dental Careers			GA		770.386.2766
29. Medical/Health Service Providers	Wise Family & Cosmetic Dentistry			GA		770.387.1277
30. Quik-Trip	#757	961 Hwy. 140 NW	Adairsville	GA	30103	770.877.5678
31. Quik-Trip	#792	1364 J.F.H. Pkwy.	Cartersville	GA	30120	770.383.8950
32. Restaurant - Chick-Fil-A	Chick-Fil-A			GA		770.382.2005
33. Retail Stores	KIA of Cartersville			GA		770.386.8400
34. Retail Stores	Walls Mart			GA		770.386.6556
35. Schools	Cartersville Elementary	340 Old Mill Road	Cartersville	GA	30120	(770) 382-0983
36. Schools	Cartersville Middle School	825 Douthitt Ferry Road	Cartersville	GA	30120	(770) 382-3666
37. Sheriff	Bartow County Sheriff Dept.			GA		770.382.5050
38. United Way	United Way of Bartow County			GA		770.386.1877
39. Wal-Mart	615	101 Market Place Blvd	Cartersville	GA	30120	770-382-0182

Cities/Communities

City/Community Name
Cartersville
Kingston
Rydal

Counties

County Name
Bartow
Cherokee
Floyd
Paulding
Polk

Return to Agency Select/Edit Page
[Add Agency](#)
[Add History Notes](#)
[Add Staff](#)
[Add Site](#)
[Add Community/City](#)
[Add County](#)
[Top of Page](#)

Figures 1 and 2: Agency data pages.

The gray areas of the screen are not allowed to be edited. For the Agency Name that's an obvious limitation. The dates are not entered directly; much like an airline reservation system, you click on the calendar icon and are shown a calendar to pick the date from.



Figure 3: Calendar screen

At the bottom of all enter/edit screens are 2 buttons. One submits any entries/edits and the other resets the screen to what it looked like before the user changed things. If the user doesn't click on the submit button before returning to another page then NOTHING is saved. This is consistent throughout the system. You must submit to change anything.

The next figure is of a particular survey that is called the Pre/Post Test.

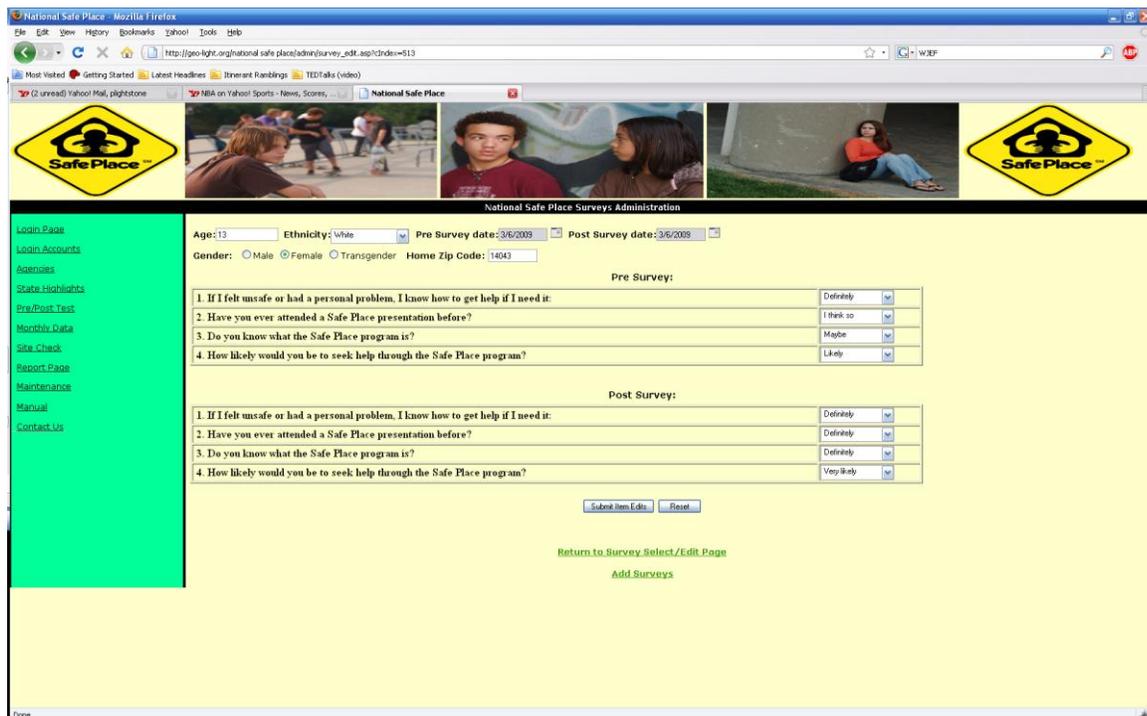


Figure 4: Pre/Post Test Survey Entry Screen

The drop-down boxes allow the user to pick pre-defined values such as “Definitely,” “I think so” and so on. Those values are edited by using the Maintenance selection to the left. The Maintenance selection is only available to the Web Master. This assures that only someone with the proper system view can change any values for drop-down boxes. All drop-down boxes have values that are pre-configured using the Maintenance option. This feature is very useful because it allows the system user to add categories to data entry options (e.g., add a new geographic area that it chooses to serve to list of areas of where its clients come from). Such a change does not require the system designer to make the change.

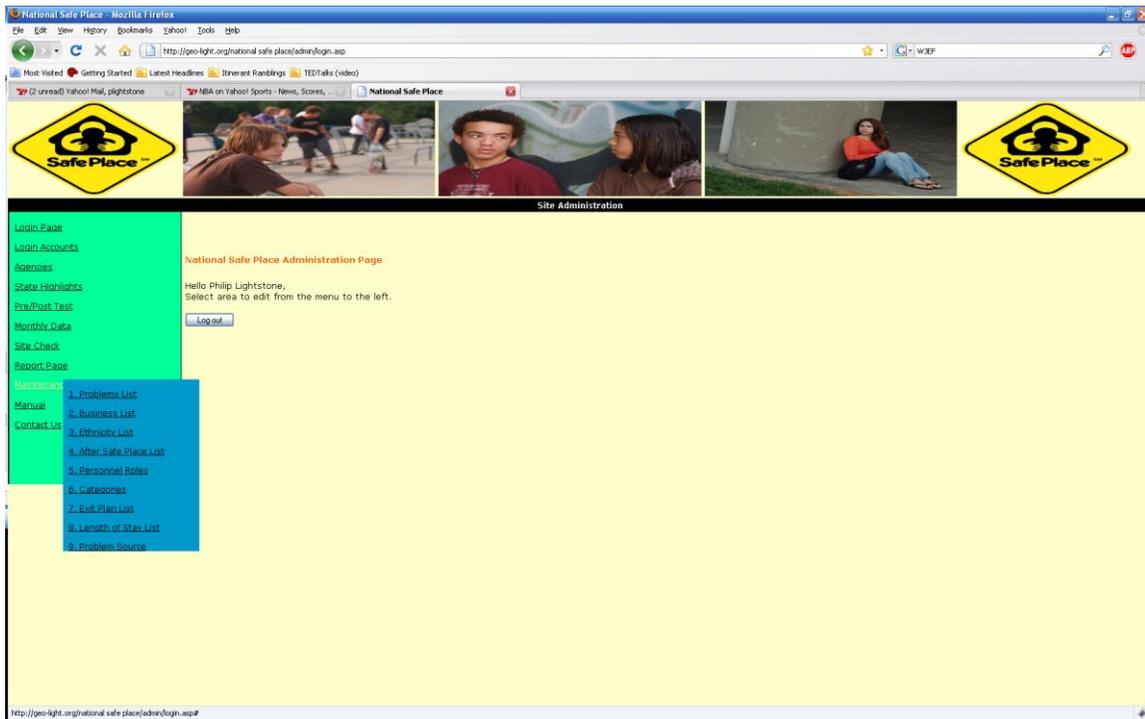


Figure 5: Hovering over Maintenance expands tables for update

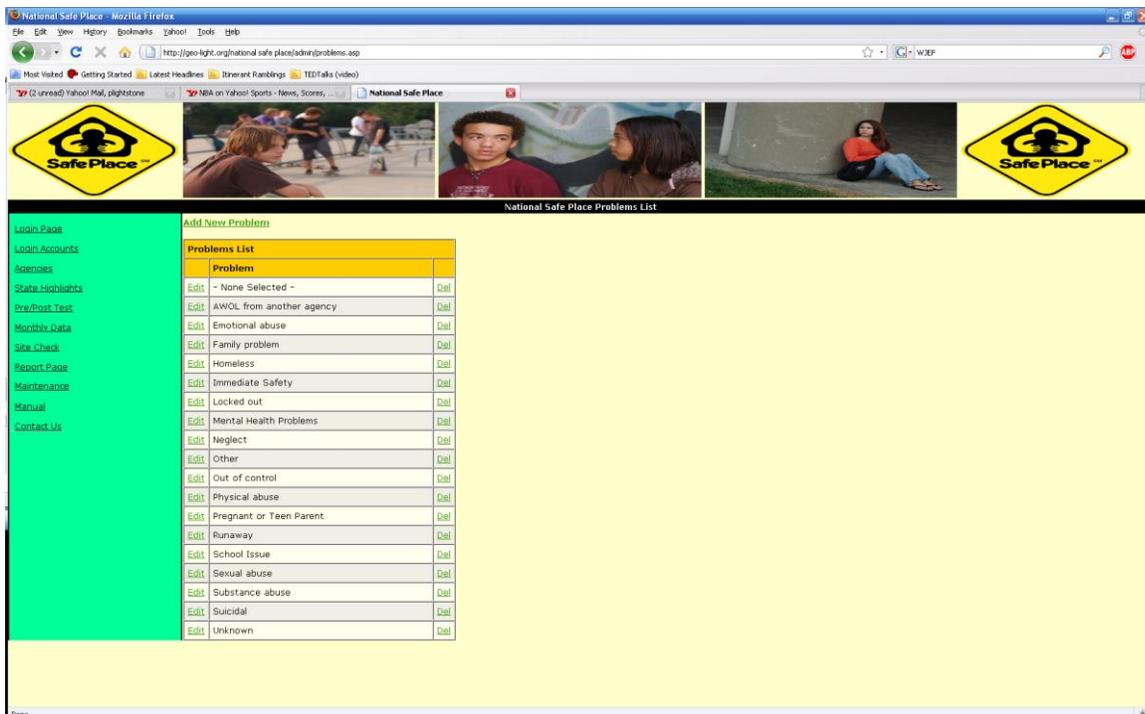


Figure 6: Clicking on Maintenance Table of Problems List

Each entry has an edit and delete link. If Del is selected, the user always is asked if they're sure they want to delete the entry, with the capability to back out of the transaction.

There is, of course, the capability to enter monthly data in this system though whatever system is designed will have its own design of entering data. All data entry is similar in the system; the user can search for a particular entry, view all entries or add a new entry.

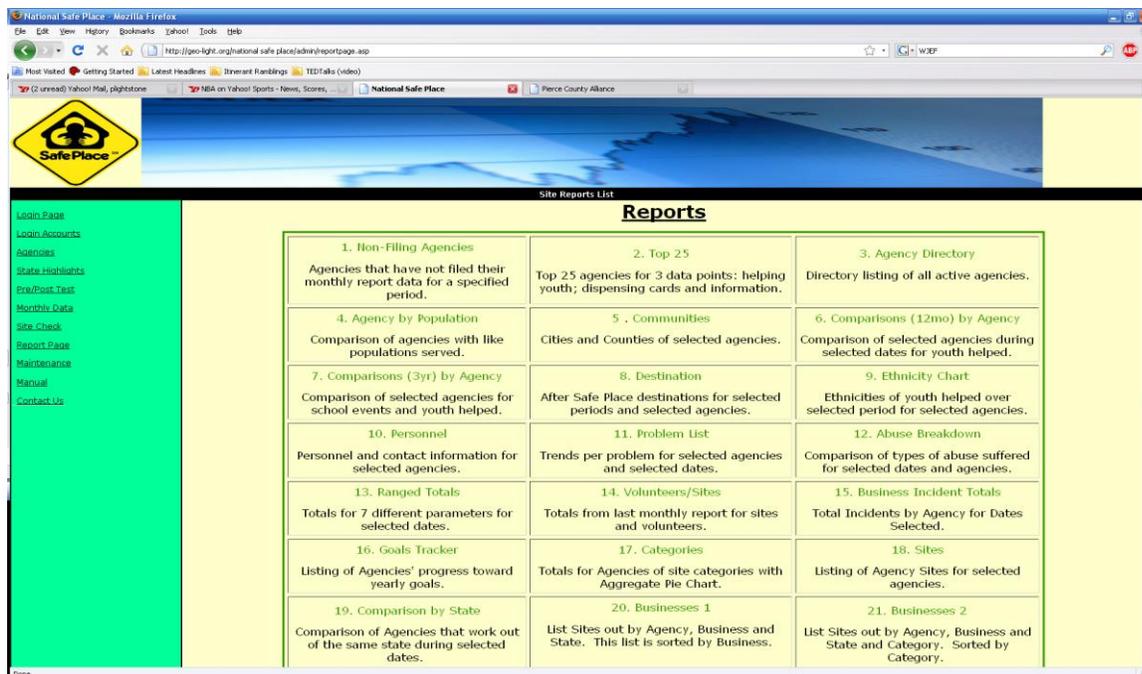
Data can also be added through the "back door." If a client or new system partner has existing data in a database or spreadsheet, we can usually load that data into the system without cumbersome, expensive and error-prone re-entering via the keyboard.

Data Security

Data in the system are secure. Only authorized users can access it. Our hosts make automatic, daily backups, and we make additional backups. We can restore corrupted or accidentally deleted data.

Reports

Lastly, the fun part of the system: Reports.



Figures 7: Reports

The reports shown here are custom designed for the needs of the agency. However, in a sense they can be designed on the fly since the user can choose which inputs to have as parameters. For instance, all reports have Start Date and End Date that the user must input. The user's reports then are for whatever period of time they wish to look at. The following report, the Ethnicity breakdown, also allows the user to input which Agency to look at (with all allowed) and which States.

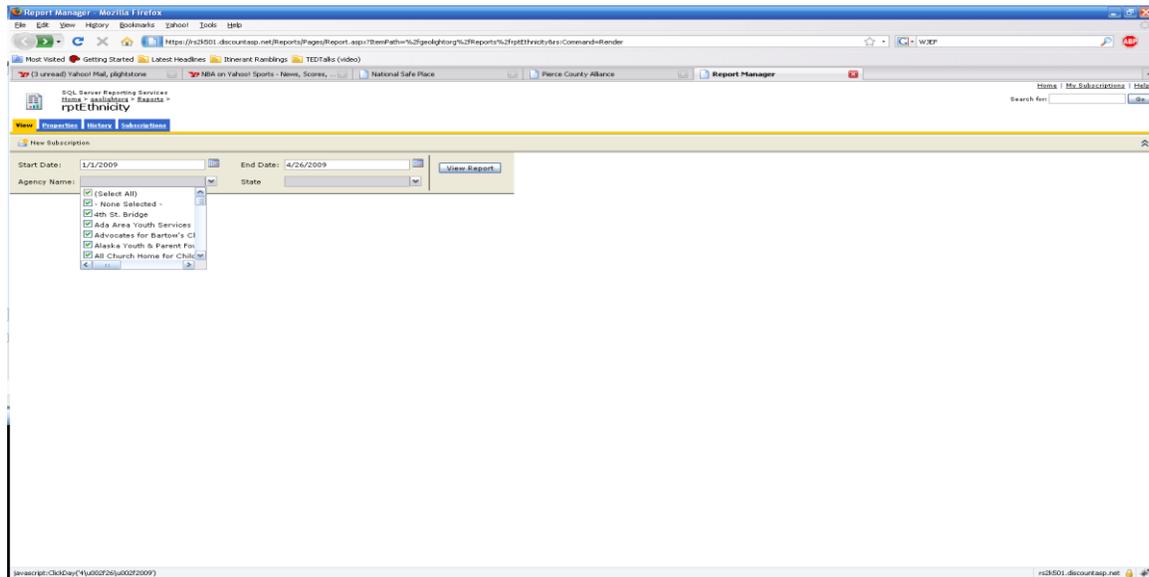


Figure 8: Report input page.

Once the user chooses their parameters he/she clicks on the View Report button and can see it within seconds. At that point, he/she can also click on the Export button to allow export into any of 6 different formats that include PDF, Excel, Web Archive, Tiff and XML.

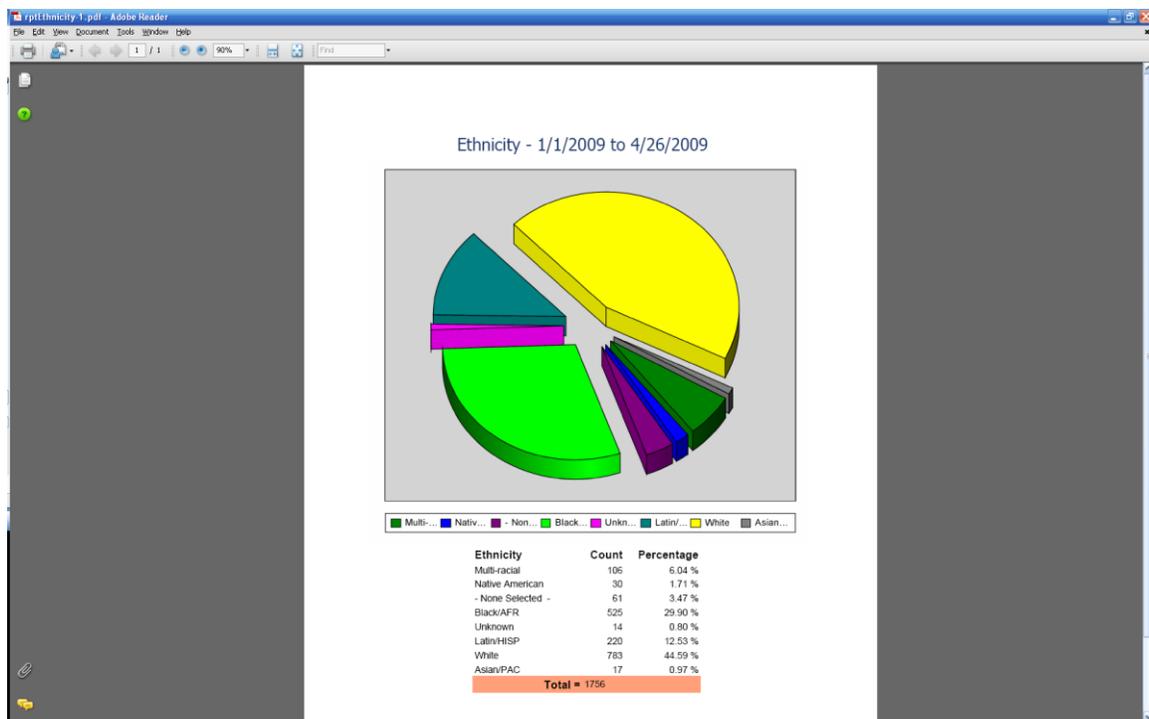


Figure 9: Ethnicity Report

The next few figures are of different reports for the NSP system. Reports are quite easy to design and deploy, they are very professional looking using the latest technology from SQL Server Reporting Service and one can subscribed to them so that any report can be automatically emailed to the subscriber at any time they want (e.g., every Monday at 8 AM) with the parameters predetermined. Enjoy looking at these reports and try to picture what reports you would like with your custom system. We look forward to hearing from you!

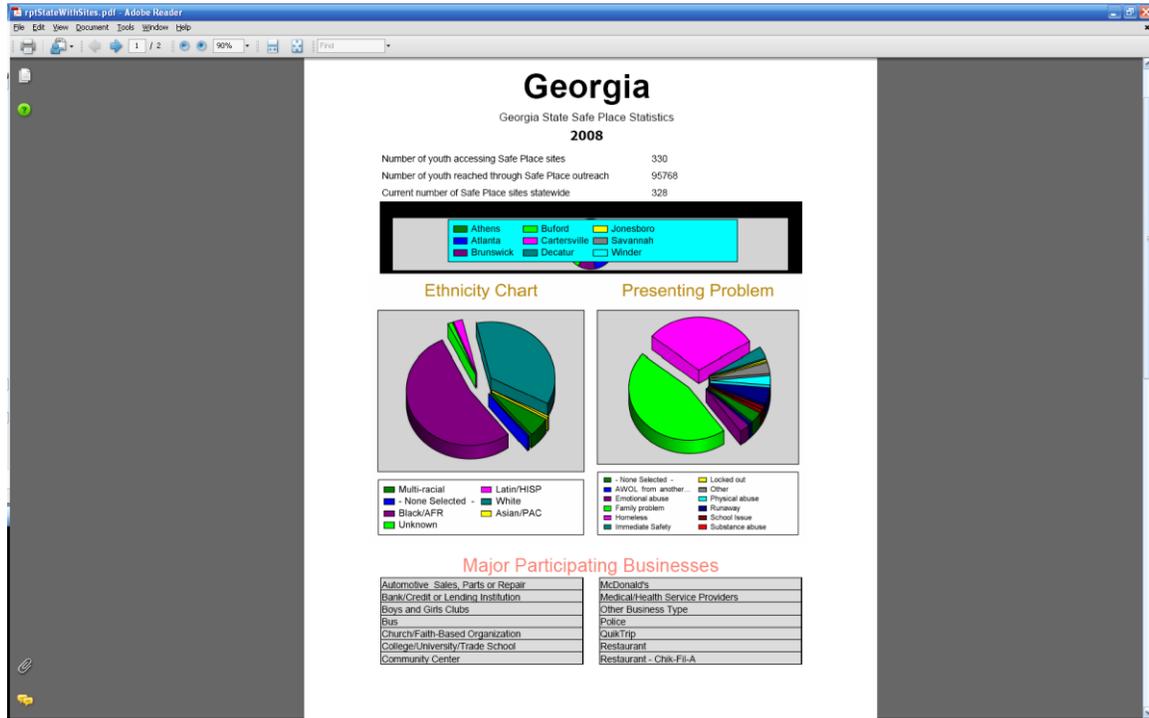


Figure 10: State Report for GA (part)

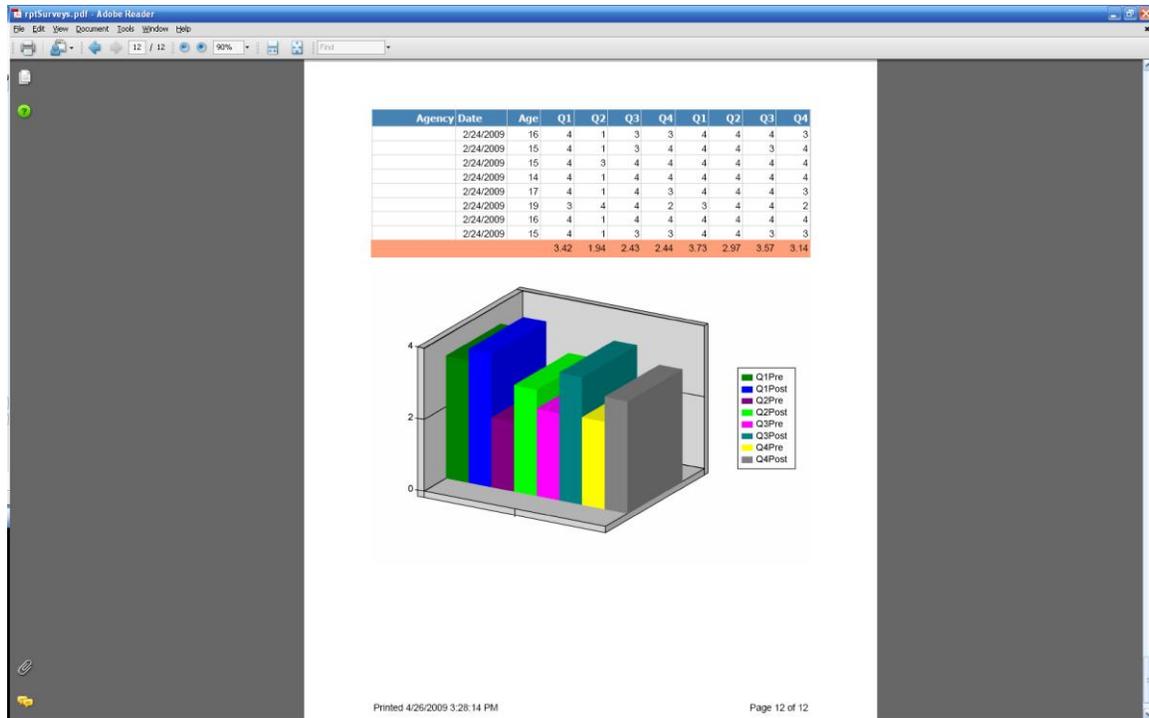


Figure 11: Surveys report

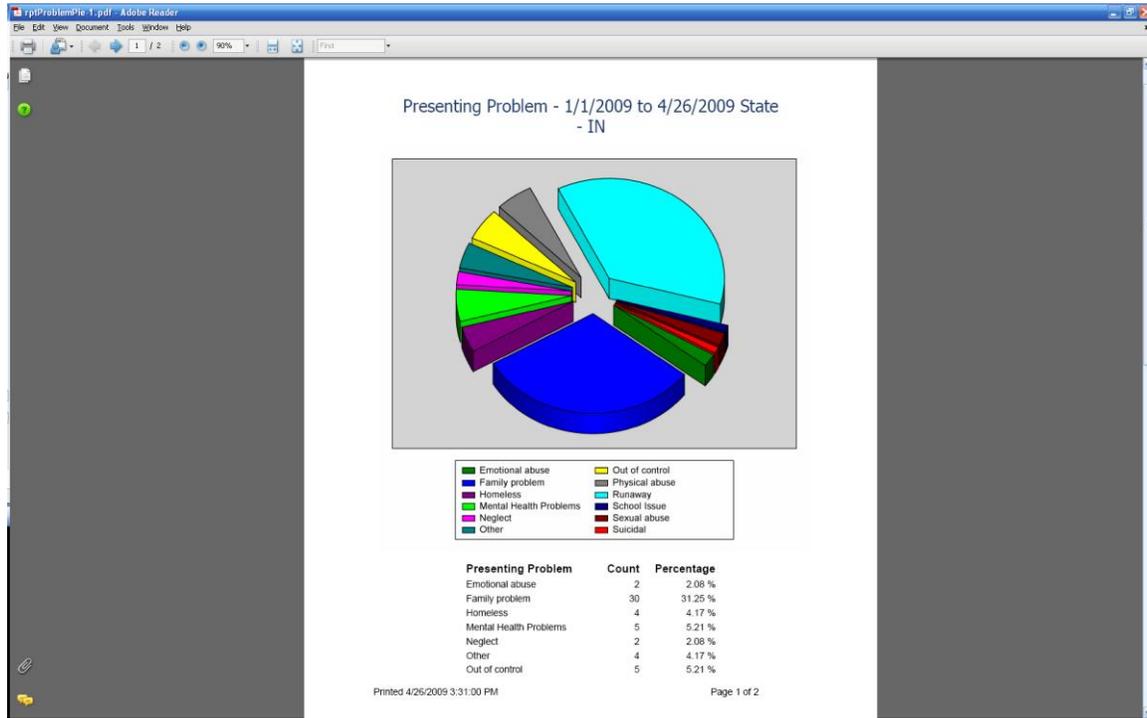


Figure 12: Presenting problem report

Besides these tools that are resident in the NSP site there are others that are available in the different systems that have been developed by Geo Education & Research along with Lightstone Data, LLC. These include a file repository system that allows users to upload, view, edit and delete files. Used by the Indiana Youth Services Administration to allow different agencies that is involved in their accreditation process to submit documentation on their agency's compliance to specifications.

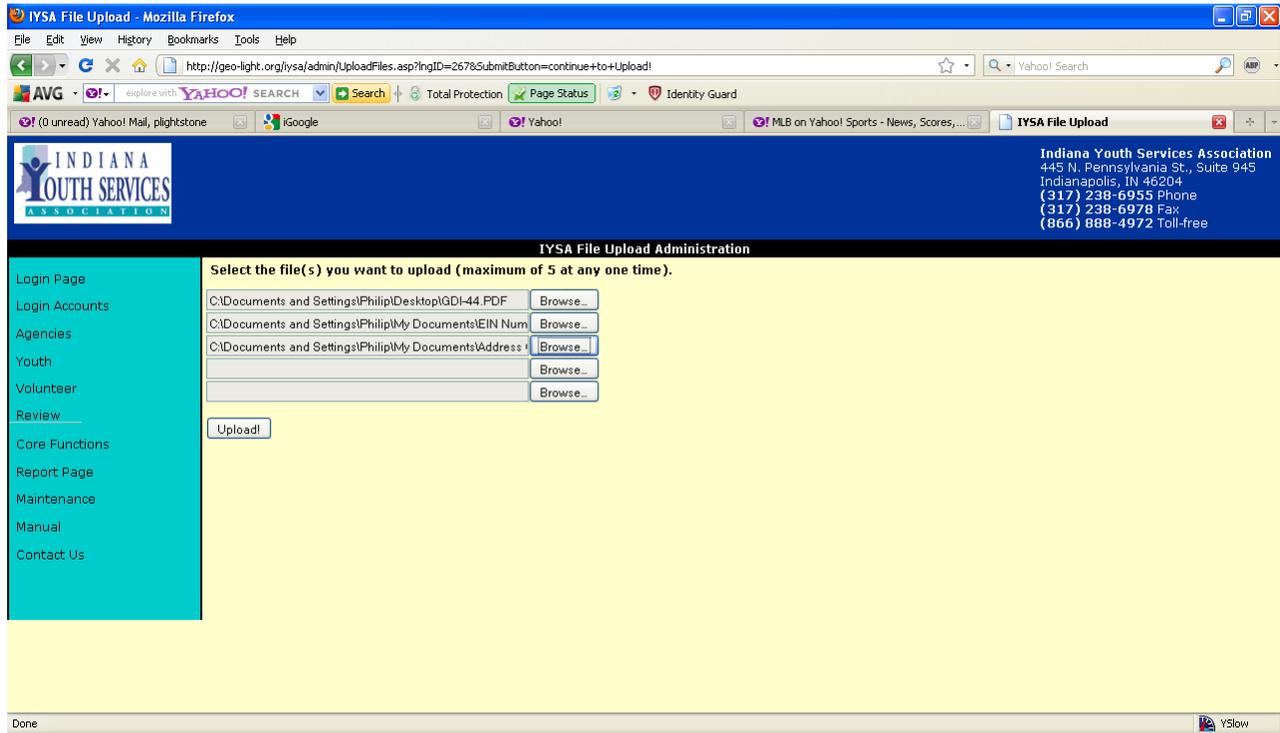


Figure 13: File upload page.

Also available as a tool is an integrated calendar that allows the agency to keep track of upcoming events in their schedules. It can be configured to only allow certain system privileged users to add events but all users can view the calendar.

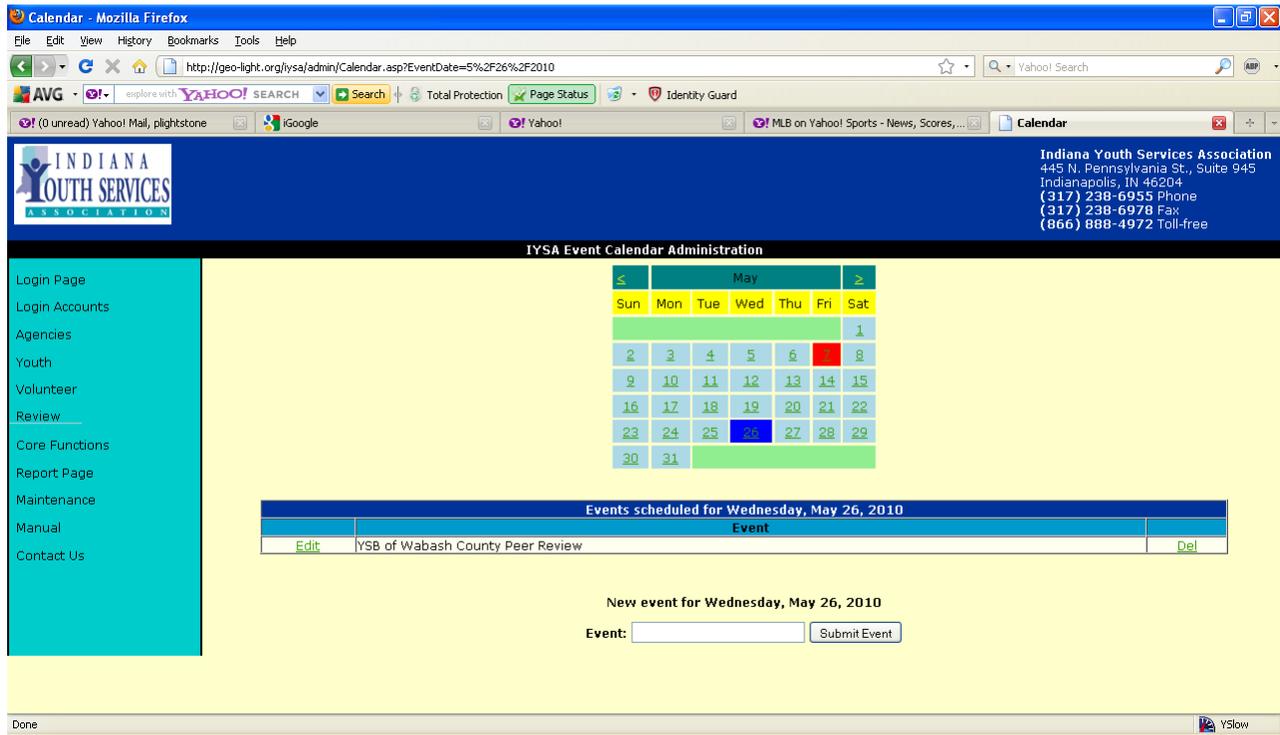


Figure 14: Calendar of events.

A very powerful tool developed for the system allows users to create questions for surveys, along with answers attached to that question, such that they can then create custom surveys from any of the questions that are in the system. With a minimum of assistance from system developers, the different agencies can have new surveys ready to go in just a short while. Reports that are fully customized can then be developed to display and measure the results. The surveys can be filled out online or entered later from paper copies.

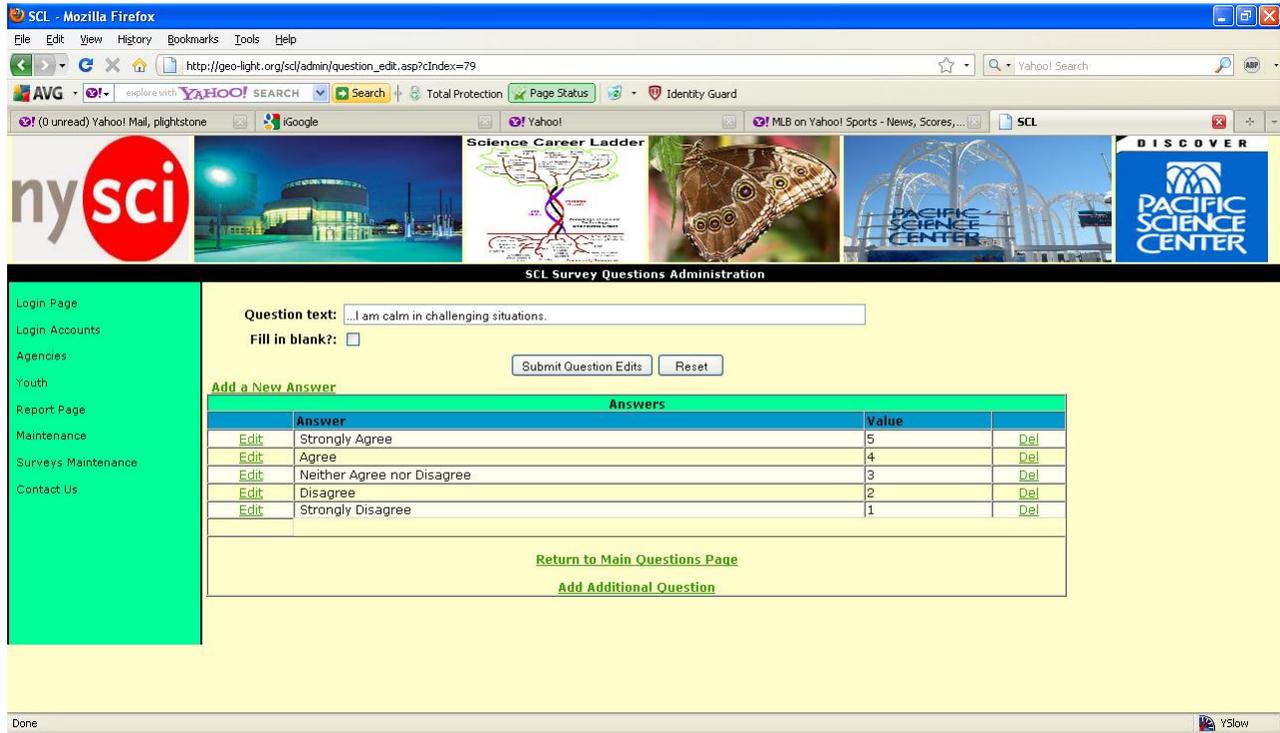


Figure 15: Configuring a particular question with its available answers.

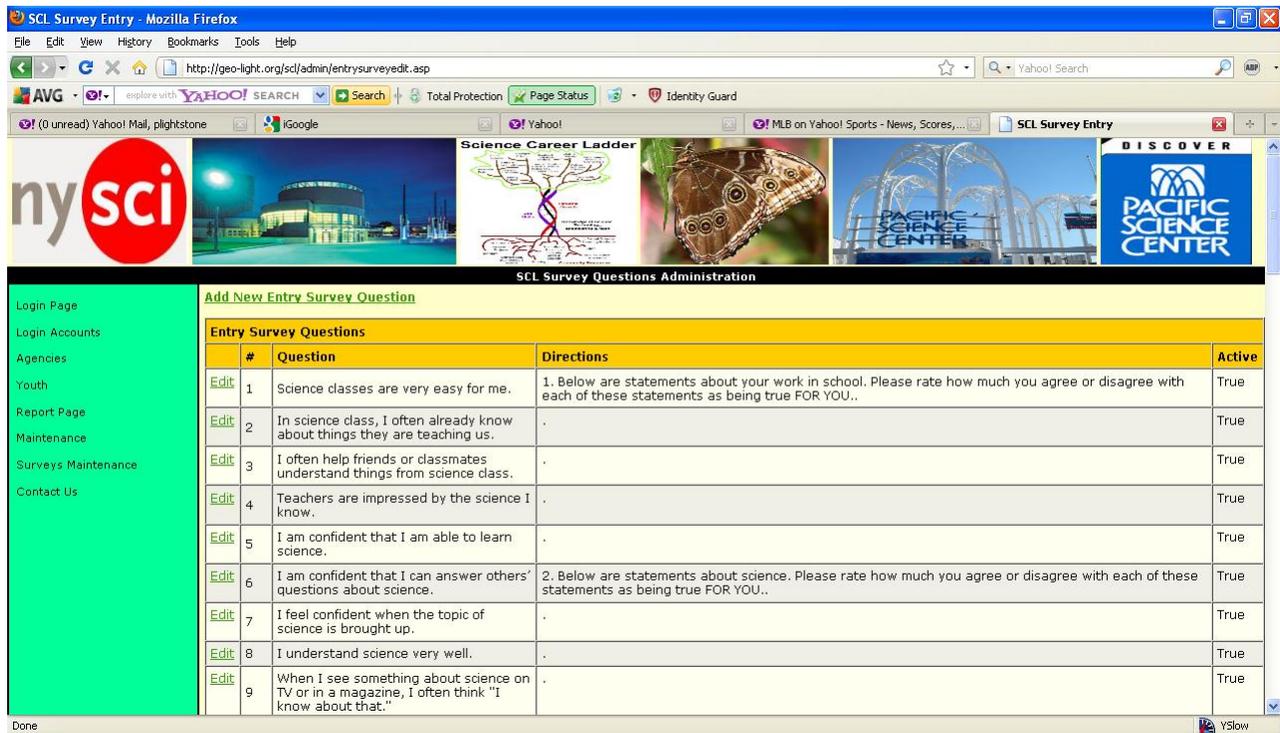


Figure 16: Adding questions to a particular survey.

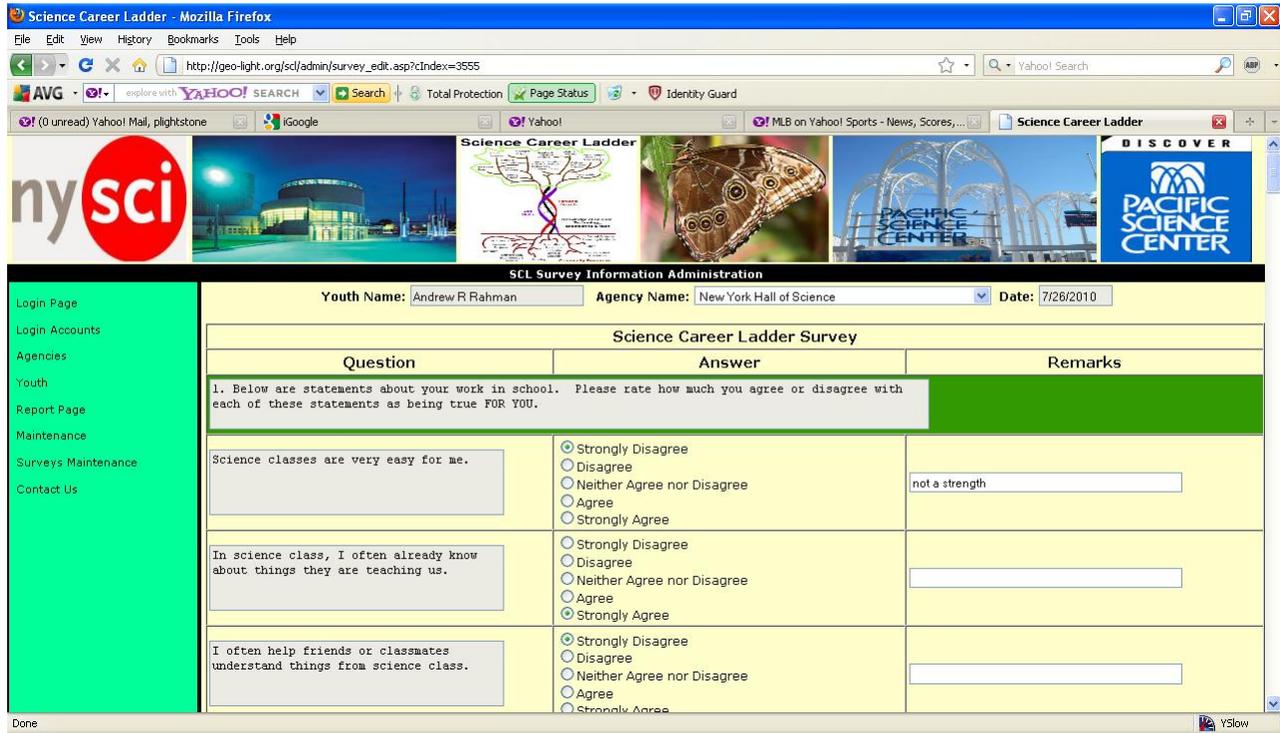


Figure 17: Taking the actual survey.

We create our tools in multiple languages, if necessary. This next screen is the system set up for the International Criminal Court of The Hague's outreach arm. Since they are international and the system collects data and reports to member states in both English and French, they had a need for both languages. This screen shows a French version of the login screen along with a link to the English version and the menu on the left in French.

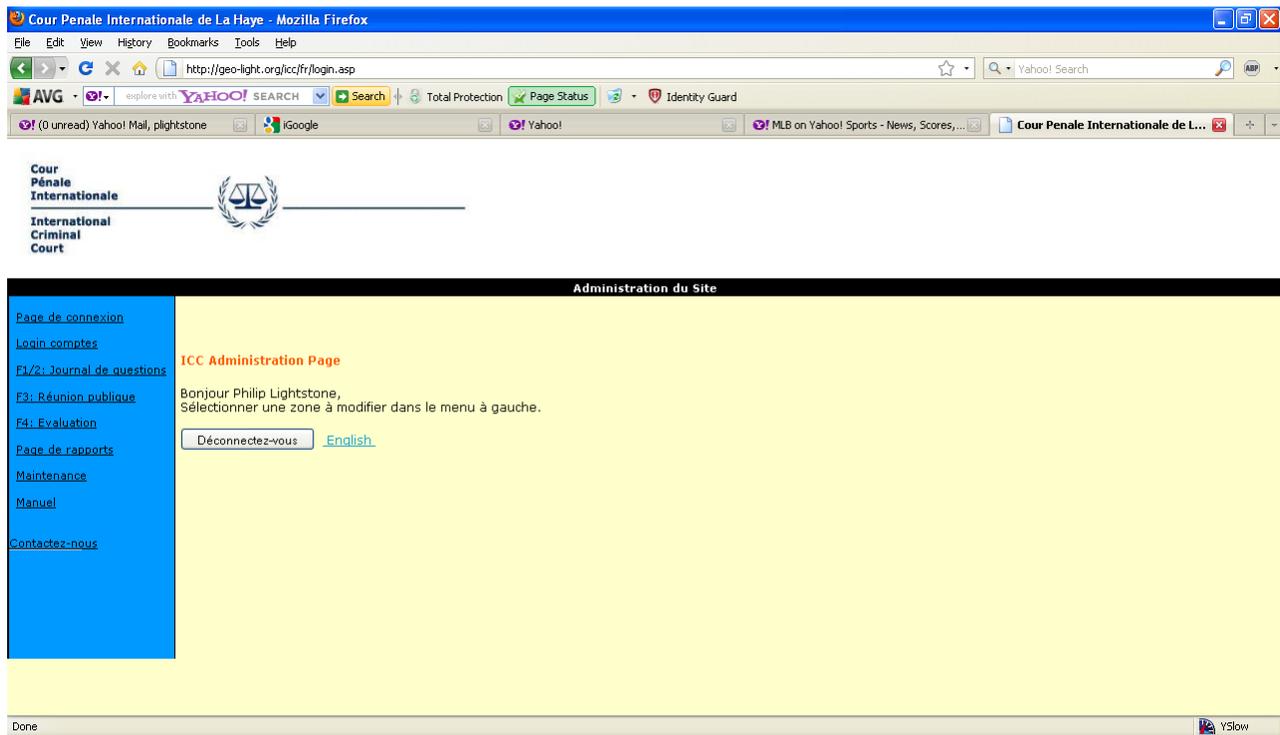


Figure 18: French language login success screen.

Regardless of how an agency wishes to configure, track and report its data, we have shown an ability to design a system to meet those needs. Once the system is complete and up and running we also host the data, for a fee, guaranteeing its efficacy for years to come. Or, if you prefer, we can hand it off to your own Information Management Department. If you are looking for ways to evaluate your agency and display its effectiveness in a compelling manner, call and allow us to become part of your team. Ask for testimonials from our previous team members.

Training and Support

We train users in the system in a variety of ways (in person, in webinars, on the phone). It is really simple to learn and to use. We can usually respond immediately to questions or to create new data entry features or reports.

Lastly, the customized User Manual that is a link on the left of the screen, like the others, and allows the users to look up information when they have questions. It has screen shots like this document to make it easy to walk through any task.

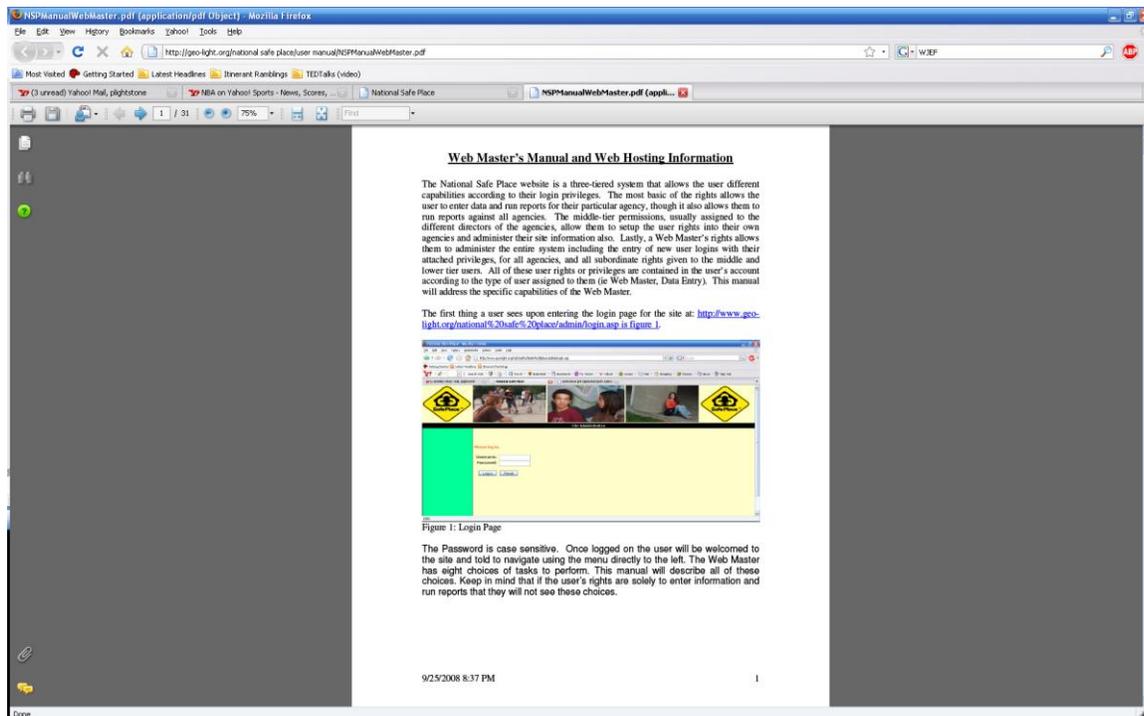


Figure 19: Sample page from a user manual.

For Further Information

If you have any questions or if you would like to discuss your data needs, please call us.

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