

# Western (HEAL) Data Collection Protocol & Timelines

*Last updated: September, 2016*

**HEAL CONTACT:** Please contact the HEAL as soon as you are aware you will be starting an STP baseline or follow-up. HEAL has a maximum number of schools we can help facilitate at the same time.

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## **Baseline Timeline (1 month prep and surveys; 1 month for HEAL processing)**

- 1) Provide HEAL with information needed for the Survey/Cover Letter;
- 2) Survey/Cover Letter Prep: Insert info into documents including, map, logos, STP facilitator, etc (Day 1);
- 3) Printing (1 week);
- 4) Survey Collation (2 days);
- 5) Family survey distributed and collected (2 weeks between distribution and collection... provide 1.5 weeks to return and give a few days to collect late surveys)\*\*;
- 6) Arrange transfer of surveys from facilitator to HEAL (facilitator dependent);
- 7) Youth Survey Prep & Coding (2 days);
- 8) Youth Survey Distribution (2 days)\*\*;
- 9) Input Traffic Count and Bus Count Data (facilitator dependent);
- 10) Data Entry (3 weeks); and
- 11) Data Analysis of survey data, traffic count data, and bus count data (1 week).

## **Follow-Up Timeline (1 month prep and surveys; 3 month for HEAL processing)**

- 1) Provide HEAL with information needed for the Survey/Cover Letter and ACTION PLAN;
- 2) Survey/Cover Letter Prep: Insert info into documents including, map, logos, STP facilitator, etc (Day 1);
- 3) Printing (1 week);
- 4) Survey Collation (2 days);
- 5) Family survey distributed and collected (2 weeks between distribution and collection... provide 1.5 weeks to return and give a few days to collect late surveys)\*\*;
- 6) Arrange transfer of surveys from facilitator to HEAL (facilitator dependent);
- 7) Youth Survey Prep & Coding (2 days);
- 8) Youth Survey Distribution (2 days)\*\*;
- 9) Input Traffic Count and Bus Count Data (facilitator dependent);
- 10) Data Entry (3 weeks);
- 11) Data Analysis of survey data, traffic count data, and bus count data (1 week);
- 12) Evaluating the Action Plan – what has been done, what still needs to be done – this needs to be provided to HEAL (3 weeks); and
- 13) Prepare final report that will include baseline-follow-up comparison, evaluation of the action plan and recommendations for future direction (Completed 3 months post evaluation).

\*\* HEAL members will be collecting all data within London. They are also happy to distribute and conduct surveys outside of London, but will need to be compensated for gas costs (with accompanying receipt). Unfortunately the cost is too prohibitive outside of London. \*\*