



Outcomes Reporting update

Outcomes reporting is of course still an important part of what we do, even in the current changed circumstances with the Corona Virus.

This document provides a brief overview of changes we will make to adapt our reporting to the current situation where so many programs are now online and being delivered in ways other than face to face. It is also supported by a short video explainer – available on the WORKPLACE App. Neighbourhood Houses Network 2020 group. <https://fb.me/g/Eyseq3lv/fiWDtgb3>

Activity Data reporting:

We have created a new Activity data reporting spreadsheet which incorporates two major changes:

- New contact types – to be completed in the Activity Sheet.
- Two additional pages at the top of the Report Tab, which can be used to generate a House 2 Page report, more suitable for sharing to your community.

We will need to merge the data from November – in the old template, and this new data. If you are not confident to copy and paste from the document you have used already, please let us know and we can step you through the process.

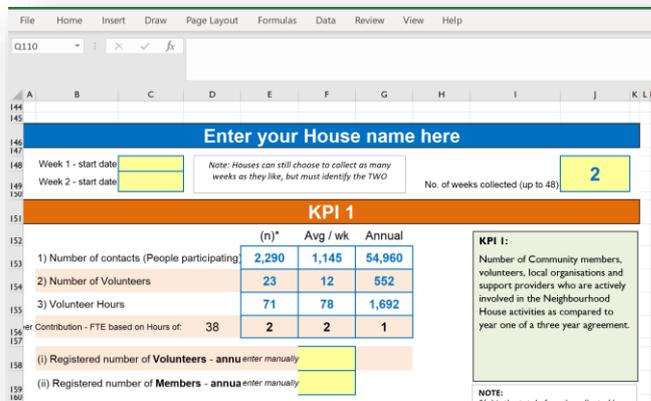
Contact Types

We've created several new **Contact Types** for interactions with your community members, that provide more accurate ways to capture the various new ways we are doing our work. The last four **Contact Types** are new, and the definitions explain what activity is happening. These definitions are on the Definitions tab of the template.

Contact TYPE	Definition
In person	<i>not much face to face activity will be happening for this set of data. Check with the Outreach category if that is more appropriate. Of course, if you are seeing people at the House for various reasons – please do add them in here</i>
E-mail	Sharing of information to large groups of people counts as one, but where you provide individual support to people through email
Phone	Individual support delivered over the phone
Social media	As with email, a post to your network counts as 1, no matter how many people view it. If you are interacting with an individual in some way through a social media opportunity – you can count that as one.
Outreach	Support or service is being delivered at the home of the participant. Eg: meals or other supplies are being delivered.
Video Conference	Interactive online meeting or activity, where people are contributing to the discussion and content
Webinar (live)	Where content is being delivered to people who are receiving the information. Eg: a Yoga class with people attending at the time the class is being delivered.
Webinar (recorded)	Similar to the above, but the class has been recorded and watched at a later time

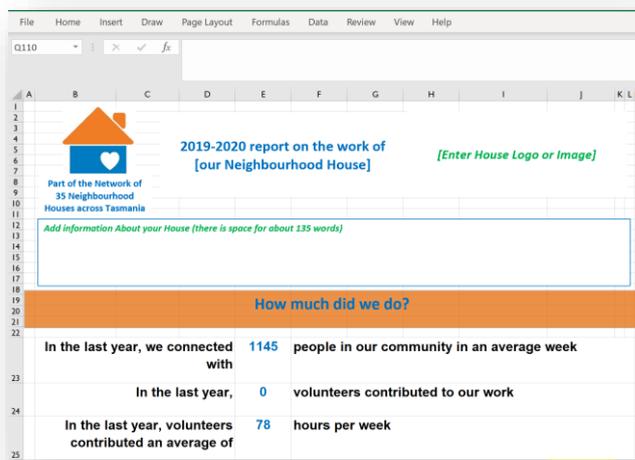
Reporting sheet.

While we have updated the spreadsheet, we have taken the opportunity to create a reporting page which will enable you to create a 2 Page report, suitable for sharing with your community. You will remember the top of the report sheet looked like this:



That section of the report is still there – and comes up as Page 3, when you go to print. Sending the report to Communities Tasmania, will require you to print from Page 3, to convert into a PDF.

The new section looks like this:



The new section is also set up so the activity data automatically loads into the reporting section. You will of course need to put in the name of your House and maybe add a logo or other image if you want at the top.

Under the section – ‘Is anyone better off because of the work we do?’ – you will need to choose the measures you want to report against (delete those you don’t want to use) and add in the results you have. You can also add in pictures and your story.

To print the report for your local community, simply have the Report worksheet open, and then print Pages 1 and 2.

Priority Area reporting

We've made a minor change to the Participant Feedback form that you might use. It is a minor change in language to better reflect the fact that some people may be providing feedback on a program or activity they have experienced online, as opposed to face to face at the House.

To show the changes made, we've kept a copy of the Form with the changes shown – this document is not for use. It is called: [\[participant-survey-2020 Tracked changes Shown\]](#)

The document for use is called [\[participant-survey-2020\]](#)

The Partnership Survey has not changed.

A request for reporting 2019-20

Activity Data

To assist us with collating the network wide reporting, we are asking that Activity Data reporting is sent to us as soon as you can, **but no later than 30 June.** Most of your activity data should be in the spreadsheet by the end of May. The only other activity that might change during June, is additional partnerships and consultations, or possibly increased total Volunteer numbers, and you should be able to close these off before the end of the month.

Priority area reports

These are due to Communities Tasmania and NHT by 31 July. Having them into NHT by this date, really assist us to meet our own reporting requirements by our due dates, and to manage a very busy time of year with regards to Conference, AGM's and other Annual reporting requirements we have. Thanks for your assistance with this.

Reporting for 2020-21

One of the key aspects of Priority Area reporting is doing the planning. We've not had much focus on that aspect of reporting in recent years. We want to ensure you get the most out of your reporting efforts and the work of the House, for the benefit of the House and your community, and that means doing good planning for the reporting. We'll talk further about this soon, but we want to give you the heads up that we'll ask for a copy of your priority area reporting planning – the first 4 sections of the template, to be completed by the end of July. Doing this planning will dramatically improve what you can learn about the success of the activities and programs your House runs during the year.

If you have other questions, please don't hesitate to be in touch with Jonathan to seek clarification.

Thanks team...

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