-

Instructions for Recording Data from the ESQ-LF's

An excel spreadsheet that was developed by PCAR has been provided to VOCA funded agencies to assist them with capturing and calculating ESQ-LF data. PCCD does not require that you use the spreadsheet, but all agencies are strongly encouraged to track their data through this format. If you receive PCAR and/or PCADV funding you may have already received this spreadsheet from one of them.

The first page of the spreadsheet is the Instruction Page that will provide guidance on how to enter the data. The instructions are also available below.

- ❖ The DATE is to be entered in the following format: **02/01/11**

- ❖ You are **not required** to enter a client number.
    - If you do, the client number is to be recorded in numeric format: **1, 2, 3, 4, etc.**

- ❖ Completing **Sections A – F:**
    - Findings are to be recorded in numeric format ranging from 1 to 5.
    - All columns have been formulated to average all findings.
    - If the client does not answer a question, enter 0.
    - The findings will carry to the Summary page.

- ❖ **Client Demographics** is not a required section that needs to be completed. If you choose to collect demographic information, the following will apply:
    - Findings are to be recorded in each appropriate column using the letter **"X".**
    - All columns have been formulated to tally all findings.
    - The findings will not currently carry to the Summary page.

- ❖ **Important Things to Remember:**
    - All formulas have been protected to prevent any errors in reporting.
    - Outcomes have been color coded to match the findings for easier viewing.

- ❖ **When to report the ESQ data to PCCD:**
    - You will report the ESQ-LF data to PCCD in August with your annual VOCA Report.
    - You will not submit the spreadsheet to PCCD!
        - A section in EGrants will be created for you to enter the ESQ-LF data.
    - The data that you will be asked to report on is:
        - The number of ESQ-LF's distributed since implementation
        - The number of ESQ-LF's returned
        - Data Associated with the Outcome Subscale "Increased Coping and Sense of Empowerment"
            - The total aggregate number for each question answered that make up this subscale
            - The Mean Score for the Outcome Subscale

If you encounter any problems with the spreadsheet please contact either Jennie Seigler at 717-265-8745 or jseigler@pa.gov or Kathy Buckley at 717-265-8724 or c-kbuckley@pa.gov.