

Case study with the Clear Project

At Developing Healthy Communities we work to a community development approach which values diversity because it ensures services are fair and accessible to all. The Clear Project have been asking training participants to complete a standardised Section 75 monitoring form for many years. The introduction of online training meant we had to rethink how we captured this information and that's when we introduced online data capture processes. We're delighted at how this has automated our work and helped with reporting the information back to our funder. The total row function in Microsoft Excel helped when computing the overall information so we would encourage you to look further into this.

Organisation	DHC – The Clear Project
Contact details	Brenda Morris, Clear Project Manager, Unit 13 Strabane Enterprise Agency, Orchard Road Industrial Estate, Strabane. Mobile: 07702509314 Email: brenda@dhcni.com
Type of service(s) provided	Training and short-term funding management
Templates used	We use the adult's template for training and both the adults and children & young people templates for short term funding. Forms are available on our website under templates section.
How/when information is collected:	<p>1) <u>Face-to-face training</u> – hard copy completed by participant at start of training.</p> <p>2) <u>Online training</u> – Survey Monkey link DHC send this link before each training and then again after, just as a reminder for anyone that does not complete it beforehand. As this is anonymous, we don't know who has completed so we have to send the link to everyone again when sending the reminder. For example, if 10 people complete our training, we should have 10 responses and if we have less than that then we send the reminder to everyone. <i>Note some of the training organisations who have received funding have their own processes for collection this information (e.g. AWARE).</i></p> <p>3) <u>Management of short-term funding for C&V groups</u> – Survey Monkey link We ask the groups to complete this giving the overall details from participants on their activities which are funded through short term funding.</p>
Return rate	From April 2021 to March 2022 there have been 486 participants on various training courses and 322 have completed the S75 form. This equates to a 66% response rate.
Reporting S75 information	We export our information from Survey Monkey into Excel. This allows us to create tables from which we can filter specific

Organisation	DHC – The Clear Project
	information as well as turn on a total row to count this information easily. This information is then populated into the Section 75 template. Click here for the Section 75 template .
Additional reflection / learning	<p>Originally the survey monkey questionnaire used to have a restriction that only allowed a participant to complete the questionnaire once. As participants can attend more than one course, we have removed this to allow multiple responses.</p> <p>We will change our process starting from April 2022 so that we are only sending the link for the S75 questionnaire after the training.</p>