WEBVTT

1 "Derek Mitchell" (3225817856)
00:00:00.000 --> 00:00:09.141
Now, I'd like to turn it over to Jackie mccaine to officially get us started. Jackie, you now have the floor.

2 "Jacquie McCain" (1818690816)
00:00:09.141 --> 00:00:35.852
Okay, thank you Derek. Good afternoon, everybody, and happy new year. Welcome to our mathematic webinar on grant observation planning tools. We are happy to provide this information to you and of course we're gonna have Q and A at the end, so please hold your questions and welcome to the webinar. And Katie, I'm turning it to you. Great.

3 "Katie Adamek" (4072123648)
00:00:35.852 --> 00:00:54.890
Thanks Jackie. Hi everybody, happy new year again and i'm Katie Adamec. I am the tier one evaluation technical assistance lead here at Mathematica, and I just want to thank everybody for coming today. Today I'm gonna be introducing you to a new tool that Mathematica developed called.

4 "Katie Adamek" (4072123648)
00:00:54.890 --> 00:01:17.480
The tier one grant observation planning tool. Okay, next slide. So today, during the webinar I'm gonna quickly discuss the purpose of the tool and give you an overview of the materials that are available to you. But most of the time I'm gonna spend walking you through the tool itself to get you familiarized with it and show you how to use it.

5 "Katie Adamek" (4072123648)
00:01:17.480 --> 00:01:45.410
And we're, again, we're gonna try to hold questions until the end of the presentation, but feel free to pop your questions into the chat at any time. Next slide. So OPA asked the eval TA team to develop an easy to use tool that would help tier one grantees plan log and track the evidence based programs or EBP observations required by your grant. The draft tool was developed in collaboration with OPA, and then we have three grantees pilot the tool and provide feedback.

6 "Katie Adamek" (4072123648)
00:01:45.410 --> 00:02:05.410
Back to our team. We use that feedback to refine the tool, and that's the version that we're presenting to you today. So we'd really like to thank the staff at Michigan organization on adolescent sexual health or Moash, aiming for healthy families, and the fund for public health in New York for their time and thoughtful feedback. It really helped to improve the tool. As you know.

7 "Katie Adamek" (4072123648)
00:02:05.410 --> 00:02:25.410
So each year grantees are required to observe 5 % of all sessions with each EBP implemented and a hundred percent of all facilitators. So this tool will help you determine how many observations you need to do to conduct, you need to conduct to meet those goals and also help you track progress towards meeting the goals. We know that some.

8 "Katie Adamek" (4072123648)
00:02:25.410 --> 00:02:45.410
Grantees already have systems or tools in place to track your observations and you're welcome to continue using those. So this tool is completely optional, and even within the tool, there's flexibility in how much or how little information you need to track. So we try to make it really flexible, so it would work for a lot of different folks. And I'm gonna get into more detail on how it.

9 "Katie Adamek" (4072123648)
00:02:45.410 --> 00:03:08.030

Exactly that would work during the walkthrough. Next slide. So the available materials for this tool are hosted on the RHNTC website under resources. There's three available documents. So the 1st is a PDF of the observation planning tool instructions. And next there's two Excel spreadsheets.

10 "Katie Adamek" (4072123648)
00:03:08.030 --> 00:03:28.030
So the 1st is the observation planning tool itself, so this is a blank spreadsheet that you can download, save and complete, to help you plan and track your observations. And 2nd spreadsheet is a completed example of the tool to help you understand how to complete it. We just thought that would be helpful for folks. You can see the, the link here too, to get to that on our.

11 "Katie Adamek" (4072123648)
00:03:28.030 --> 00:03:49.430
Hmtc's website. So both spreadsheets use something called macros to automatically refresh the summary tables. This is just programming that's built into the spreadsheet, and to use the macros, you need to save the spreadsheet as a macro enabled spreadsheet, which you know sounds fancy. All it means is using the XLSM file extension.

12 "Katie Adamek" (4072123648)
00:03:49.430 --> 00:04:04.620
When you save it in excel. We know that some organizations restrict the use of macros and spreadsheets, so if you need to, you can also refresh the tools manually and it still works well. I'm gonna show you how to do both options during the walkthrough.

13 "Katie Adamek" (4072123648)
00:04:04.620 --> 00:04:24.620
And, finally, we're aware that some grantees don't have access to Excel and use other applications such as Google Sheets. We did look into creating a Google Sheets version of the tool based on grantee feedback, but there were concerns that the functionality wouldn't be the same. If we end up getting positive feedback on the tool in enough.

14 "Katie Adamek" (4072123648)
00:04:24.620 --> 00:04:57.949
Grantees are interested in having us create a Google Sheets version. We might be able to create something that's a little pared down for folks to use in the future. So if this is something that you're interested in, please let your project officer know. Or you can also reach out to us. Next slide. So just quickly before I go into the tools themselves I'm just gonna share some best practices to keep in mind when you're using the tool. So as I just mentioned, you can download the tool from the RHNTC website and save it as a macro enabled file in Excel.

15 "Katie Adamek" (4072123648)
00:04:57.949 --> 00:05:17.949
Which would be using the.XLSM extension. When you open the spreadsheet, you might be prompted at the top to enable macros or make this a trusted document. If that happens, click that box. I'm also gonna try to show you that. And we really recommend that you save a new copy of the tool for each fiscal year. So.

16 "Katie Adamek" (4072123648)
00:05:17.949 --> 00:05:31.106
So as you guys know, the requirement is an annual requirement that you're re reaching 5 % of all, sessions within each EBP implemented each year and a hundred percent of all facilitators each.

17 "Derek Mitchell" (3225817856)
00:05:31.106 --> 00:05:36.691
Huh.

18 "Katie Adamek" (4072123648)
00:05:36.691 --> 00:05:41.708

Oh, can folks still hear me?

19 "Jacqui Crowley" (3449336576)
00:05:41.708 --> 00:05:43.973
I can hear you Katie. I can hear you ok.

20 "Katie Adamek" (4072123648)
00:05:43.973 --> 00:05:47.549
Thank you, so it just threw me a little.

21 "Katie Adamek" (4072123648)
00:05:47.549 --> 00:06:05.219
Okay, so, it's really important that you guys save a new, a new copy of this for every fiscal year because if you start to merge it into other fiscal years, that 5 % calculation is gonna be thrown off. So I'll show you where you can update the date within the spreadsheet.

22 "Katie Adamek" (4072123648)
00:06:05.219 --> 00:06:25.219
Next, the tool is only going to be useful to the extent that you keep it up to date. We recommend having someone on your team be in charge of updating it regularly. So e.g., this could be someone who keeps track of the implementation schedule, if there is that type of person, like maybe a program manager or someone. But yeah, it really needs to be kept up to date or it's.

23 "Katie Adamek" (4072123648)
00:06:25.219 --> 00:06:45.219
Not gonna be useful. And finally, if you want to use the tool but run into any issues or have questions, our team is ready and willing to help. We're happy to hop on a quick call and screen share and show you how to use it or answer any questions via email. And once you start using it, I assume some folks will say like, oh, i wish it did this.

24 "Katie Adamek" (4072123648)
00:06:45.219 --> 00:07:16.129
This or that or if you have any feedback on how you think the tool could be improved, please let us know. I'll say I can't promise that we'll be able to implement every idea, but we've put a lot of work into developing and piloting this tool and we want it to be useful for you all. So please share your thoughts with us going again. Okay, next slide. Okay, so now I'm actually gonna do a walkthrough of some of the tools. So, I'm gonna share my screen.

25 "Jean Knab" (728921088)
00:07:16.129 --> 00:07:19.690
Katie, we have a raised hand, Nicole.

26 "Katie Adamek" (4072123648)
00:07:19.690 --> 00:07:28.687
Oh, another question? Yeah. Nicole, do you have a question? Yeah.

27 "Nicole Centeno" (700914688)
00:07:28.687 --> 00:07:31.807
I'm sorry I think I pressed it by accident.

28 "Katie Adamek" (4072123648)
00:07:31.807 --> 00:07:33.027
I oh.

29 "Nicole Centeno" (700914688)
00:07:33.027 --> 00:07:36.909

Oh, sorry. No worries. Thank you.

30 "Katie Adamek" (4072123648)
00:07:36.909 --> 00:07:40.011
Do it yeah and you can just I think you could click it again to unraise your hand.

31 "Nicole Centeno" (700914688)
00:07:40.011 --> 00:07:42.128
Oh, thank you.

32 "Katie Adamek" (4072123648)
00:07:42.128 --> 00:08:11.470
Yeah, NO worries, NO worries. Okay cool. Thank you. That's the easiest type of question to answer, honestly. So, ok, so now I'm gonna share my screen, and just I was gonna say bear with me while I navigate various applications. So I'm not the most tech savvy person in the world, but thankfully I'm supported by many very tech savvy folks. Ok, so is everyone seeing.

33 "Jean Knab" (728921088)
00:08:11.470 --> 00:08:18.188
We see your notes, NO, we see your notes ok ok thank you Jean.

34 "Katie Adamek" (4072123648)
00:08:18.188 --> 00:08:29.889
You now you all know it's the, you know, the gate, the it's up. I you know that I use notes. Anyway. Okay, so you're seeing the, the correct scre.

35 "Jean Knab" (728921088)
00:08:29.889 --> 00:08:32.014
Yes.

36 "Katie Adamek" (4072123648)
00:08:32.014 --> 00:08:58.449
Okay, so, this is the landing page where you can access the tool instructions and example. On this page you can click view tool right here, and that's gonna bring you to a blank observation planning tool that you can download and save. And then over here under supplemental materials, you'll see the observation planning tool instructions, and then that example that I mentioned to you, that is an excel file.

37 "Katie Adamek" (4072123648)
00:08:58.449 --> 00:09:22.049
So you can just access everything here. If, if you can't, if you don't have this, like, webpage link, you can just search for observation and this will come up. I've tried that, so, yeah. So now I'm going to share the instructions with you. Can everyone see the instructions?

38 "Katie Adamek" (4072123648)
00:09:22.049 --> 00:09:44.239
I think awesome. So, so the instructions have detailed directions on how to use the tool, user notes to help make the most of it, and a section on troubleshooting if you run into problems. So I will say you can probably figure out how to use the tool without reading the instructions, but.

39 "Katie Adamek" (4072123648)
00:09:44.239 --> 00:10:00.419
We really do encourage you to read them at least once, just cause they are very step by step and they also have important tips throughout. So the 1st section of the instructions is a tool overview. This discusses the purpose of the tool, provides a summary.

40 "Katie Adamek" (4072123648)
00:10:00.419 --> 00:10:16.739
On the observation requirements for your tier one grant, which I think most of you are familiar with already or you should be, it provides a description on how the tool is organized and it gives you information on where to go for help. So you can see that all through this section here.

41 "Katie Adamek" (4072123648)
00:10:16.739 --> 00:10:36.739
And this is where you go for help. The next section is a user guide, that provides step by step instructions for the four parts of the tool. We do include these user notes throughout the instructions, and these are just helpful tips and considerations for each part of the tool. So you can see here as part one.

42 "Katie Adamek" (4072123648)
00:10:36.739 --> 00:10:58.909
One observation planning, then we have part two, which is the observation log. Again, I'm gonna walk through all of these in the Excel document itself. And finally, part three is observation tracking, and there is a part three A and part three B, which I'll show you. And then finally, as I mentioned earlier, some organizations.

43 "Katie Adamek" (4072123648)
00:10:58.909 --> 00:11:18.909
To Block the use of macros when downloading spreadsheets. So if this happens, we did add a section on troubleshooting right here, and that's gonna walk you through how to try to enable macros, which if I have time i'll try to show you and if that doesn't work, it also tells you how to refresh.

44 "Katie Adamek" (4072123648)
00:11:18.909 --> 00:11:49.519
The summary tables manually, which is super easy, and I'll also show you that, but yeah, there's like very detailed instructions here on how to click this unblock box. Ok. So now I'm going to go to the tool itself, and I'm actually gonna hide my video just so it doesn't take up as much room. So here we go. So here's the tool itself. Are folks seeing this?

45 "Jacqui Crowley" (3449336576)
00:11:49.519 --> 00:11:51.758
Yes yes. Okay.

46 "Katie Adamek" (4072123648)
00:11:51.758 --> 00:12:23.409
Thank you. I know I can't see anyone, so I don't know if folks are nodding. Ok, so here's the tool itself. And before I get started, I just wanna say that I know it can sometimes be hard to follow someone sharing a spreadsheet if it looks too small. I'm one of those people that's always like, I can't see it. So there's a couple ways to try to make it bigger. 1st, you can hide the chat and participant windows to make the window bigger. And then, there should be a little like plus and minus zoom button right above the screen that where I'm sharing.

47 "Katie Adamek" (4072123648)
00:12:23.409 --> 00:12:38.579
That will let you zoom in. I just want to know if you do zoom in a lot, just realize you might need to scroll a little bit on the side or on the bottom to see, what I'm showing. And if you still are having trouble seeing it, please just pop something into the chat and we'll try to figure it out.

48 "Katie Adamek" (4072123648)
00:12:38.579 --> 00:12:58.579
So, I mentioned earlier that when you open this, it might just say enable content right here. So all you want to do is click that and that lets the macros work. I think a lot of you are already familiar with this. I'm sure many of you are probably better with Excel than I am. But yeah, so you do that and then.

49 "Katie Adamek" (4072123648)
00:12:58.579 --> 00:13:18.579
This tool has five tabs, so you'll see them down here. The 1st is the tool overview, and the most important thing here is the info on where to go for additional support and resources here. I'm going to mention this multiple times, but if you have questions that are specific to your grants observation requirements, you should definitely.

50 "Katie Adamek" (4072123648)
00:13:18.579 --> 00:13:34.349
Talk to your project officer about that. But if you have questions about how to use the tool or even questions about conducting observations in general, then we encourage you to reach out to the eval TA team here at Mathematica and our email addresses right here.

51 "Katie Adamek" (4072123648)
00:13:34.349 --> 00:13:54.349
Then there's four other tabs. The 1st is, part one, observation planning, part two, the observation log, and then parts three A and three B, which are observation tracking, and those are summary tables. So I wanna say this might seem kind of overwhelming at four.

52 "Katie Adamek" (4072123648)
00:13:54.349 --> 00:14:14.349
1st you're like, oh, this spreadsheet has all these tabs. At most you're only gonna be entering information in parts one and two, which I'm gonna walk through. Parts three, A and three B are automatically populated and they're just summary tables to kind of help you. As I mentioned before, this tool is optional, but even within the tool, again, you can decide how much.

53 "Katie Adamek" (4072123648)
00:14:14.349 --> 00:14:24.959
For how little information to track based on what's gonna be most useful to your program, and I'll show you how that will work as I walk through the tool now.

54 "Katie Adamek" (4072123648)
00:14:24.959 --> 00:14:44.959
So now I'm gonna go to part one. And so part one is the observation planning tab where you're gonna log ebps and the number of sessions you plan to implement, and this calculates the total number of sessions you're required to observe during each grant year based on the 5 % rule. You might not know all of your plan.

55 "Katie Adamek" (4072123648)
00:14:44.959 --> 00:15:10.099
Implementations in advance, so you can add or update the information as often as you need to. And while we do have the instructions file, we also included some key instructions right here at the top of each of the tabs and one of the instructions is a reminder to update that time period that I mentioned before, and you can do that right here in cell E two. And so we have 2024 to 2025 grant year, year two, you can.

56 "Katie Adamek" (4072123648)
00:15:10.099 --> 00:15:33.679
Update it with whatever would be helpful for you to keep track of which year you're in and that you're tracking observations for. You can see that there's six columns in this tab. You only want to be entering data in these 1st four columns, columns A through D And I'm gonna walk through those now. So the 1st is EBP name. I'll also be filling it out as we go.

57 "Katie Adamek" (4072123648)
00:15:33.679 --> 00:16:03.259
So EBP names, so whatever EVP you are implementing, you're gonna enter it here. There is a dropdown. You're gonna

see this long list of programs. The list of programs are, all of the active programs on the team pregnancy prevention evidence review as well as a few additional programs that we know OPA has approved for grantees to implement under the tier one grant. So I'm hoping that all the programs that you would be implementing for this grant are going to be listed here. So I'm.

58 "Katie Adamek" (4072123648)
00:16:03.259 --> 00:16:23.099
I'm gonna choose linking families and teens or left. I'm gonna add that here. So it's very easy to input ebps, and then next for settings, same thing, there's a dropdown. We have a wide range of settings here. I'm hoping that most of them will, you know, meet the.

59 "Katie Adamek" (4072123648)
00:16:23.099 --> 00:16:39.839
The needs that you guys have for the different settings, but for this I'm going to select middle school, and I do want to mention that conducting observations by setting is not required by your grant, but we do think that.

60 "Katie Adamek" (4072123648)
00:16:39.839 --> 00:16:59.839
That conducting observations by setting and making sure like if you're, say e.g. here you can see making prod choices is being used in high schools and community based organizations. It can really help ensure fidelity of implementation across settings if you are ensuring that you're doing an observation for each setting. So that's why we included this here. But again, it's not required.

61 "Katie Adamek" (4072123648)
00:16:59.839 --> 00:17:21.049
It can also be helpful, sorry, I just lost my train of thought. Oh yeah, and I know what I was gonna say. If you do have, if you are implementing one ABP across multiple settings, it's also like an easy way to track it through here. So again, we have making prod choices in high school and community based organizations in.

62 "Katie Adamek" (4072123648)
00:17:21.049 --> 00:17:43.399
For rows. Ok. Then next is the number of sessions to be completed. We actually have a definition here of what that means, and this is the definition taken from the performance measures. So a session is the number of times an individual or group will receive part of the program. E.g., a ten lesson curriculum implemented once per week for ten weeks.

63 "Katie Adamek" (4072123648)
00:17:43.399 --> 00:18:03.399
Says ten sessions, so there's ten lessons or ten sessions. And you can see that here, oh, I did just see a comment about university setting. That's a good point like post secondary, thank you for raising that and we can talk about that if that's something maybe we can add.

64 "Katie Adamek" (4072123648)
00:18:03.399 --> 00:18:24.199
So, thank you. I know I was wondering that was one of the questions I figured people might have, but thank you Victoria for raising that. Ok, so for number of sessions to be completed for lift, it's actually just one session as far as I know and so you're gonna enter that here. And then next is the.

65 "Katie Adamek" (4072123648)
00:18:24.199 --> 00:18:41.879
Number of sections or groups planned and a section is a unique group of youth that will receive the program together. Some people refer to this as a cohort. If you have a program that serves individuals enter the total number of individuals you will serve in the given time period. Again, this is taken straight from.

66 "Katie Adamek" (4072123648)

00:18:41.879 --> 00:19:01.879
Get rid of these straight from the performance measures. So in this case I'm just gonna say we have ten sections. And then you'll see when I enter those that information that the green columns populate, the green pop columns include formulas and they're used to calculate the total.

67 "Katie Adamek" (4072123648)
00:19:01.879 --> 00:19:21.879
Total number of sessions to be offered, which is the number of sessions to be completed times the number of sections, and then the number of sessions required to observe, to meet your grant requirements, and this reflects the 5 % of EVP sessions you plan to implement, so that's in this column. And I will say because there.

68 "Katie Adamek" (4072123648)
00:19:21.879 --> 00:19:40.619
There are formulas in these columns and it goes down to like 5000 rows or something. We ask that you don't add rows because if you do that, you might not have the formulas in there, so if you need to move rows around, you can cut and paste, but try not to like go in and insert rows into the spreadsheet or it, it's not gonna work.

69 "Katie Adamek" (4072123648)
00:19:40.619 --> 00:20:02.959
So that's the part one. It's pretty simple. We think it's pretty straightforward. And I will say in some cases, the university point is a really good one about post secondary education I think there's a decent amount of people who might need that setting. In some cases like your setting might not completely work, so I think you just need to also decide among your group, like how you're gonna.

70 "Katie Adamek" (4072123648)
00:20:02.959 --> 00:20:27.589
Code something, what's like the closest setting if you wanted to use that column, but I'm happy to take more questions about that later. So now moving on to part two, which is the observation log. This is where you can log individual observations you're planning or that you've completed. This tab is not necessary to complete to determine the number of observations you need to conduct to reach 5 %.

71 "Katie Adamek" (4072123648)
00:20:27.589 --> 00:20:55.429
But it can help you track the observations by facilitator, which is required and this could definitely be helpful for a grantee that has a lot of facilitators. For grantees that have fewer facilitators, it might not be as helpful in terms of that, but it could still be helpful to be just tracking your observations. So we feel like it's very good practice for all grantees to be logging their observations, and this is, you know, if you don't already have a tool in place, this.

72 "Katie Adamek" (4072123648)
00:20:55.429 --> 00:21:18.199
Tool could be used for that. Similar to the last tab, you can update the time period up here in M two, and then there's eight columns in this tab. And again, I'm just gonna kind of populate it as I go. So the 1st one, most of these are very straightforward observation dates, so I'm gonna say, we have an upcoming observation.

73 "Katie Adamek" (4072123648)
00:21:18.199 --> 00:21:42.419
On 25 January. The time is gonna be 1230pM. The observer is going to be me. The facilitator observed is my colleague Jackie. The EVP name, I'm also going to select lift here. This is the same list of ebps as part one.

74 "Katie Adamek" (4072123648)
00:21:42.419 --> 00:22:02.419
So linking families and teams. Next for setting, again, it's the same set of settings, so again if we add or change this list, this will be updated as well. I'm gonna select middle school. Actually I'm gonna select something else just to show you. So if you select like elementary school, you're gonna get this warning that pops up, and it says proper.

75 "Katie Adamek" (4072123648)
00:22:02.419 --> 00:22:22.419
Linking, families and teens and setting elementary school combination not found in part one. You can keep that there if you want to, but it is just kind of a flag to say like, hey, wait a second, this doesn't match what's in part one. We just kind of added as like a fail safe. So I'm like, oh, elementary NO, that's right. I wanted to do middle school. So I'm gonna update that.

76 "Katie Adamek" (4072123648)
00:22:22.419 --> 00:22:45.049
There, and then location is an open field and it could be used in a lot of different ways. You could enter the name of a city, a county, a state, an organization, a school. It's just like a column to help you track your observations. And as I mentioned before, grantees aren't.

77 "Katie Adamek" (4072123648)
00:22:45.049 --> 00:23:16.339
Not required to observe each implementation implementation setting and that is true also for location, so both of these are optional fields or optional columns, but they might help you keep track of it. So for this, I do think it's helpful to have location, so I'm just gonna pop location in there and this is scheduled. So under observation status, there's three different statuses. There is scheduled, which is yellow, completed, which is green and canceled, which is red. I.

78 "Katie Adamek" (4072123648)
00:23:16.339 --> 00:23:50.359
Just want to point out that the canceled, it's just we just put it in there to flag for people like, oh, we need to reschedule this. So for this I'm gonna put scheduled, and then under notes, I'm just gonna put a note to schedule with so you can really use the notes column to keep track of anything you want. So in the pilot, several people said it would be helpful, you know, to have a spot to collect some information about how the observation went or.

79 "Katie Adamek" (4072123648)
00:23:50.359 --> 00:24:14.159
You know, on the session, you can definitely do that in the observation notes column. That would be the best place to do it. And you also can expand these columns if you need to or expand the rows and make them bigger, like if you wanted to add more details, so that's really up to you, but that was the intention of that column. So again, for this tab to be useful.

80 "Katie Adamek" (4072123648)
00:24:14.159 --> 00:24:34.159
It really needs to be updated regularly. So e.g. logging when a schedule a scheduled session was completed, so you'd want to come back in on like the 26th and say ok that actually was completed. I'm gonna update that to green. And, if a canceled schedule, if a canceled session was rescheduled also.

81 "Katie Adamek" (4072123648)
00:24:34.159 --> 00:24:51.599
I did want to know if you do end up rescheduling a session that was canceled, you kind of have two options in this tool. So the 1st is you can just update the dates, so say you rescheduled it for the it's gonna say the 25th. That's Christmas. We'll say that this happened on Christmas.

82 "Katie Adamek" (4072123648)
00:24:51.599 --> 00:25:11.599
You update the date and you can update this to completed and that's, you know, that's one way to do it. Another is to just fill in another row. So the, the ones that are counted as canceled don't count in the next, in the summary tables, which I'll show you in a second. So if you just add information.

83 "Katie Adamek" (4072123648)

00:25:11.599 --> 00:25:33.629
In another row it won't really mess anything up. But again I'm gonna move into the summary tables in just a second and again those summary tables draw from information part one and part two. So if the information in part one and part two is not accurate, then those summary tables are not going to be accurate either. So again, it's just really important to keep it up to date.

84 "Katie Adamek" (4072123648)
00:25:33.629 --> 00:25:53.629
We also wanted to make it helpful for folks, to be able to sort in this because we realize it might become kind of a long spreadsheet potentially, so you can sort, you can filter, so I'll just show you how to do that now. So maybe you're, you're thinking, ok, I'm just curious like what's happening with Asher, like Asher seems to have a bunch of stuff.

85 "Katie Adamek" (4072123648)
00:25:53.629 --> 00:26:22.789
Schedule, but isn't completing them, like what's going on? So I'm gonna go in here, you can click on this, then just select Asher, click ok, and now you only see Asher's observations. That could be helpful for someone if you want to go back and put all of them, you say select all or maybe you're like, oh, this is really hard to look at with like all the interventions, you know, not organized, you can sort from A to Z here, and that will.

86 "Katie Adamek" (4072123648)
00:26:22.789 --> 00:26:42.789
Organize them in alphabetical order so you can look across there. You could filter by an EBP if you only wanted to see making prod choices e.g., you can do that. So there's a lot of ways to kind of manipulate the information in this to kind of help you track. Same with location. I know some grantees are working like even in multiple.

87 "Katie Adamek" (4072123648)
00:26:42.789 --> 00:27:06.859
States. So instead of having a separate spreadsheet for each individual state, I would recommend just putting the state and location and then you could just filter and say, ok, I'm only interested in like looking at North City there. And same goes for observation status too. If you are like, hey, I'm just like curious, you know, like what we have seen.

88 "Katie Adamek" (4072123648)
00:27:06.859 --> 00:27:16.289
Scheduled it's coming up, you click scheduled and there it is. So it's pretty easy to use, we think.

89 "Katie Adamek" (4072123648)
00:27:16.289 --> 00:27:36.289
Okay, let me make sure I didn't forget to say anything. Oh, the last thing, we do have so again like there's formulas in this and there's also these macros that like populate these, the summary tables. So you'll notice there's a bunch of hidden columns in here. I just want to point it out cause I'm sure people will get this file.

90 "Katie Adamek" (4072123648)
00:27:36.289 --> 00:27:52.859
And start to kind of play around with it, which is fine, but I would recommend keeping these hidden if you unhide them and change them, then it could affect the the macros and affect the summary tables. So.

91 "Katie Adamek" (4072123648)
00:27:52.859 --> 00:28:12.859
Yeah. Okay, so next I'm going to go to observation tracking. So there are two tabs in part three. Both rely again on information that you entered in parts one and two. Again, you can update the date right here on both of these.

92 "Katie Adamek" (4072123648)
00:28:12.859 --> 00:28:42.499
Spreadsheets, and, there are key instructions for both of them as well, including telling you how to refresh tables

manually. So part th oh yeah I was gonna show you how to manually update it. So, yeah, again, the tables are automatically updated with the information you entered in part one and two. You really should not enter any manual data into these tables or you'll screw them up. So really like try to hands off.

93 "Katie Adamek" (4072123648)
00:28:42.499 --> 00:29:00.629
The location or sorry, hands off the comment pop up. Hands off making edits in the tables. But if you need to refresh it manually, the way that you do that is click in any table, just right click and click refresh.

94 "Katie Adamek" (4072123648)
00:29:00.629 --> 00:29:20.629
That's it. You can also alternately go up to data and click refresh all. If you update and refresh from one table, it's gonna update all of them, so it really is pretty easy if the macros aren't working. The main reason, just so you guys know, I'm sure you're like, when is she gonna stop talking about macros? The reason we added the macros is.

95 "Katie Adamek" (4072123648)
00:29:20.629 --> 00:29:41.629
We're just afraid that people would forget to update and refresh the tables and then the data wouldn't look accurate, so it just seemed easiest to have them automatically update, so then you don't really have to think about it. If the macros aren't working, obviously that's not an option, but, it just seemed a lot easier for everyone involved instead of having, we, we had some instructions.

96 "Katie Adamek" (4072123648)
00:29:41.629 --> 00:30:06.929
Please remember to to refresh. Please refresh, please refresh. So now you don't need to do that. Ok, so part three A you can see these summary tables here. The number of sessions table one A is the number of sessions required to observe by EBP or 5 %. This matches the number that you saw back in part one, this number here, so those should.

97 "Katie Adamek" (4072123648)
00:30:06.929 --> 00:30:25.829
It should map up, and, they also provide your grand total there. So that's helpful, and table one B is the number of sessions remaining to schedule to meet your required number of observations.

98 "Katie Adamek" (4072123648)
00:30:25.829 --> 00:30:46.879
Tables two through five provide the number of observations scheduled and completed by various factors, so there's by EBP, by facilitator, by setting, and by location. We said earlier that, you know, completing setting and location is optional, so if you choose not to fill those out, these tables are just gonna.

99 "Katie Adamek" (4072123648)
00:30:46.879 --> 00:30:53.189
Be blank. So just know that, so, yeah.

100 "Katie Adamek" (4072123648)
00:30:53.189 --> 00:31:13.189
And then part three B is, just kind of a different view we thought might be helpful for some grantees. So this combines EBP and setting. So again, this would be helpful in the case that you're using the same EBP in multiple settings. So just taking a look at making prod choices here, I keep using that as my example. You can see here.

101 "Katie Adamek" (4072123648)
00:31:13.189 --> 00:31:29.189
Sure that there's one observation scheduled in high school and one observation completed. And then down here in community based organization, there's NO none scheduled, but one completed, and I think if you oh sorry if you go a little further down.

102 "Katie Adamek" (4072123648)
00:31:29.189 --> 00:31:49.189
Oh NO it's just those two. Yeah, so it gets a little bit complicated in this table might not be helpful for everyone, but we figured it was like a nice option to have if folks wanted to see how this breaks down by EBP and setting. Okay, so that's the tool.

103 "Katie Adamek" (4072123648)
00:31:49.189 --> 00:31:59.609
Cool. So again, it's pretty simple to populate, it automatically updates.

104 "Katie Adamek" (4072123648)
00:31:59.609 --> 00:32:19.609
And, before I just want to show you, I think actually maybe we don't have enough time. I was gonna show you how to enable, the macros if they're blocked. It really is easy and again in the instructions document, it's just down here, you just have to like go to the bottom and it tells you like to open file explore and unblock it, but just cause I see.

105 "Katie Adamek" (4072123648)
00:32:19.609 --> 00:32:39.869
Questions popping in, I don't wanna spend time on that. So I'm going to stop sharing if I can figure out how to do that it's weird. Oh, here we go. And Derek King, do you mind going on to the next slide?

106 "Katie Adamek" (4072123648)
00:32:39.869 --> 00:33:03.829
Thank you. Thanks everyone, and while I tried to work through all those different documents. So in terms of next steps, again, just you can download the instructions, a blank tool in the example tool on rhntc's website, the link's there. You can also find it on their site by searching for observation. If you have.

107 "Katie Adamek" (4072123648)
00:33:03.829 --> 00:33:19.919
Questions about the tool or conducting observations, please contact our team and we'd be happy to help you. Also if you have feedback, it looks like some folks already might have feedback, which is great. And if you have questions about your observation grant requirements, please reach out to your OPA project officer.

108 "Katie Adamek" (4072123648)
00:33:19.919 --> 00:33:35.609
So next slide, we'll go to questions So Jackie, I don't know how.

109 "Katie Adamek" (4072123648)
00:33:35.609 --> 00:33:41.174
Okay, I'm just seeing the chat now.

110 "Jacqui Crowley" (3449336576)
00:33:41.174 --> 00:33:57.589
Yeah, so Jean addressed when Marisa asked, which was a great question if a column could be added to, so that grantees could add in site and Jean suggested repurposing location, that column for location you.

111 "Jacqui Crowley" (3449336576)
00:33:57.589 --> 00:34:19.794
Using that to enter insights just because if you do add a column, the pivot tables in part three A won't automatically use that column, so if you can use the categories, you know, that are there, the existing categories that won't affect any of the macros or programming. So that's like a good rule of thumb.

112 "Jean Knab" (728921088)

00:34:19.794 --> 00:34:33.993
But if but if you do want to use it like location and site, you could just add a column. It will not screw up, you know, anything that's there, it just again won't get incorporated into part three A.

113 "Katie Adamek" (4072123648)
00:34:33.993 --> 00:34:56.013
And Jean it does Jean's our resident pivot table expert, so Marissa has a follow up, but she was also wondering about the planning tab. So in part one, since there isn't a location tab or a location column in part one, could we add a column there for.

114 "Jean Knab" (728921088)
00:34:56.013 --> 00:35:06.877
Right. Yep. All right. Okay, I think we had one and we took it out cause we didn't know exactly why you'd use it in that table but but but yes, we can.

115 "Katie Adamek" (4072123648)
00:35:06.877 --> 00:35:19.791
Yeah, I'll say there's been a lot of iteration on this tool for many months, so trying to get the right balance of like, you know, enough information that you guys can populate to be helpful but not making it over.

116 "Jean Knab" (728921088)
00:35:19.791 --> 00:35:33.659
Overwhelming and had a similar suggestion to add the observers name in part one again we didn't add it there because Katie if you show like the pivot table like part three A, you know, tab.

117 "Jean Knab" (728921088)
00:35:33.659 --> 00:35:53.659
I think it's three, we'll show you all the facilitators if you've, you know, entered data for them so it won't show you one that doesn't have any data but but right there you seeing it? Yeah. Yeah, so right there you can see if you're scheduling roughly the same amount for each facilitator. Again it's.

118 "Jean Knab" (728921088)
00:35:53.659 --> 00:36:03.515
It's not gonna show you a facilitator that's not on there, but, but if you put in ones that are scheduled, right, if you, if you've essentially scheduled for everybody, then they'll all show up in that table.

119 "Katie Adamek" (4072123648)
00:36:03.515 --> 00:36:19.480
Yeah. And I mean the requirement too is that you're observing just each facilitator at least annually, but I know that there are definitely grantees who try to observe people more frequently, so that could be helpful here too. Yeah, again, we want to make this flexible for, for various.

120 "Jean Knab" (728921088)
00:36:19.480 --> 00:36:23.488
People. Observe bird, not observe E.

121 "Katie Adamek" (4072123648)
00:36:23.488 --> 00:36:28.087
We don't have that in there. Oh, yeah.

122 "Jean Knab" (728921088)
00:36:28.087 --> 00:36:39.446
For observer or you could sort, you could use the sorting feature of the planning tab and filter on both scheduled and observer, you know, potentially or you know completed and observe.

123 "Katie Adamek" (4072123648)
00:36:39.446 --> 00:36:48.407
Yeah, yeah, I'm happy to share that again just so you can see. I should just keep sharing this.

124 "Jean Knab" (728921088)
00:36:48.407 --> 00:36:50.586
I said planning log log.

125 "Katie Adamek" (4072123648)
00:36:50.586 --> 00:37:03.659
Yeah, under observation log, so you could like sort by observer, I'm sure an empty one is coming up or you could filter by observer. So like Lex, e.g., they've observed, you know.

126 "Katie Adamek" (4072123648)
00:37:03.659 --> 00:37:19.002
Many people, whereas I've only observed one, so, yeah. Yep, so that's there. Any other questions? Sorry, once I'm sharing, I can't see the questions.

127 "Jacqui Crowley" (3449336576)
00:37:19.002 --> 00:37:22.199
I don't see any others in the chat.

128 "Katie Adamek" (4072123648)
00:37:22.199 --> 00:37:42.259
Oh yeah, and yeah Victoria, you had mentioned there's NO university setting, so what should we put as a setting in this case? So I think, I mean you definitely could pick one that you feel like might be, I don't know, like looking at the list I'm like, oh, this is one where I'm like, maybe we just need to add it.

129 "Jean Knab" (728921088)
00:37:42.259 --> 00:38:09.039
To the list. Yeah, I I think we can add it to the list. I think if anybody's also Excel savvy, there's a hidden tab with all the dropdowns, so basically you just unhide a tab and type it at the bottom of the list and then hide the tab and then it will appear there. So do you want me to show that works? I can share quick. Yeah. Okay. So there is community college it looks like someone's saying so they could, they could repurpose community.

130 "Katie Adamek" (4072123648)
00:38:09.039 --> 00:38:18.422
Yeah, instead of community college, you probably should've put post secondary. It's funny, we just had this debate recently. Gina, this is how I do.

131 "Katie Adamek" (4072123648)
00:38:18.422 --> 00:38:41.048
Right unhide. Sorry all seeing that I'm not like the most savvy. No. But yeah, if you unhide, if you go down to this tab, you right click, you hit click unhide, you'll see the dropdown data and this is where the list of, these are the ebps, these are the populations or actually we don't know.

132 "Jean Knab" (728921088)
00:38:41.048 --> 00:38:43.505
It's gone.

133 "Katie Adamek" (4072123648)
00:38:43.505 --> 00:39:16.870
But it wasn't there. Yeah it wasn't there, sorry. And maybe we shouldn't and then setting. So yeah, you could just add it

down here to setting. Same with evps, I do know that we had someone during the pilot who said that it would be really helpful for them to break out, I think it was include to break it out between like, youth and or like schools and clinicians or clinics for setting, and we didn't actually do that, but one of our rationales was that you.

134 "Katie Adamek" (4072123648)
00:39:16.870 --> 00:39:37.200
Could, you know, you could add a little bit more detail into this, to break that out, for or in setting, like in the setting you could put include in two different rows like this, you know, you could have one that is like health clinic or medical facility and one that is, you know, community based organization or whatever the other one is. So.

135 "Katie Adamek" (4072123648)
00:39:37.200 --> 00:39:59.750
Any other questions popping in? Hesitant to unstop sharing And like I said, I'm sure like as people start to use this, I mean, you guys have been doing this for a really long time so.

136 "Katie Adamek" (4072123648)
00:39:59.750 --> 00:40:19.750
If you have feedback or questions or if you think like, you know, it would be really helpful if it had this. I'll say there were some things that were brought up that we couldn't do. Some, some of it is just like the programming didn't work or we thought it would be too complicated for everyone to use. But you can save a version of this and you can make changes on your own if you want. But if you have feedback for us.

137 "Katie Adamek" (4072123648)
00:40:19.750 --> 00:40:34.710
This that you think would be helpful to update the template, please let us know. So, you know, this is kind of a, I don't want to say it's work in progress, like we've worked really hard to get it to this point, but you know, we're definitely open to changes.

138 "Katie Adamek" (4072123648)
00:40:34.710 --> 00:40:54.710
So I know we have like 1 min. We're trying to keep this to 45 min. Anyone have any last burning questions? And again, I wanna thank the grantees who helped us pilot this so much. Your feedback was really, really helpful.

139 "Katie Adamek" (4072123648)
00:40:54.710 --> 00:41:13.217
I think that's it. Anyone have anything else my team? Okay, well thank you so much everybody and please reach out if you have any questions and good luck with your observations.

140 "Jacquie McCain" (1818690816)
00:41:13.217 --> 00:41:24.795
Thanks Katie. Thanks Mathematica. Thanks everybody for joining today. Have a great day and please reach out to your project officer if you have any questions.

141 "Katie Adamek" (4072123648)
00:41:24.795 --> 00:41:39.810
Ooh, the plan A question Victoria, talk to your project officer. I'd say that you probably don't need to observe it and there is a note about plan A in the instructions too. But that's a good project officer question.

142 "Katie Adamek" (4072123648)
00:41:39.810 --> 00:41:48.588
We've gotten it before. Okay, thanks everybody. Take care.