

## Drop-Off Analysis Data Collection Tool Script

### Slide 1:

Hello, this presentation covers the Drop-Off Analysis Data Collection Tool.

### Slide 2:

So, remember, a drop-off analysis looks at data at different stages to determine where in our programs we are losing participants.

We gather data for each of the points in the system that would be considered a step or a stage, disaggregating that data by race/ethnicity.

Then, once data is collected, there is a guided team discussion.

Where the team decides on changes that can help reduce drop off and set goals. You implement the change and repeat the drop-off.

### Slide 3:

So what do we mean by “collect data?” Some of the data already exists and just needs to be pulled from different places, some needs to be collected from other agencies, and some may need to be estimates.

When we collect data for a drop-off analysis there are a couple of things to keep in mind. Most data that is collected in the dependency world is based on the children, not the adults.

So, when we are putting in our numbers, we need to make sure that we are counting the same thing consistently. There are places in our analysis where we might have more information about the adults not the child and that's ok. Make sure to note any changes in who is being counted and whenever possible include the number of children. It is also important to note that some of our data is not accurate and some of our dashboards are updated at different intervals. The point is to be as accurate as possible but understand that there are limitations. If there is a number in the drop-off that your team absolutely can't find – perhaps that can be addressed in one of your goals.

Lastly, even if the numbers are not accurate down to the person – the trends are more than likely correct. You can see in your numbers if they are going up, down, or staying the same. And when we get closer to the bottom of our drop-off analysis, those numbers won't vary as much as the top numbers. For the number of children in your program, you may be off by 1 or 2, but you hopefully won't be off by 10.

### Slide 4:

At the AOC Center for Court Research, we adapted a tool for the purpose of helping courts compile their data in a format that helps visualize and discuss where drop-offs occur. This tool, which can be downloaded from the website and is the topic of this video.

I will walk you through the tool and explain how it can be used and provide tips on ways it can be adapted to your needs. I won't spend time on the data collection process as there are additional videos that cover the specific data elements.

It should be noted that you do not have to use this tool. Your team may already have something that has been used in the past or you just want to make a spreadsheet or

document with a triangle and some boxes. It does not matter what tool you use, as long as you try to gather as much data from each step as possible.

Slide 5:

The first page has a short paragraph explaining what the toolkit is. It also explains that this toolkit was designed to auto-calculate and auto-fill certain boxes, so you are encouraged to complete the exercise digitally, then save, print and share the document if needed.

In the middle there is a grey box for a date range— when collecting data, it is important to have a range that is consistent through the whole process. You may decide as a team to look at the previous month, quarter, 6 months, or even year. Whatever range you decide, type it in that box and make sure all your data only covers that timeframe as much as possible.

The second fillable box on page one is a place for the team to record who is present through the analysis. If the drop-off needs to be revisited, it is good to know who was present for the discussion.

And the bottom of the page is a paragraph that states to use the language that is relevant to your court. This is a toolkit that was adapted to be applicable to as many Collaborative Courts as possible, so the language might not match your program exactly or the terms may be different. For example – this form uses Collaborative Court but you may refer to your court as Safe Babies Court, Early Childhood Court, Family Treatment Court, Family Recovery Court and so on. Use language that your team knows.

Slide 6:

Page two. First thing your date range carries over from the previous page and it is like that through the whole document.

For the structure of this table – we have a column with numbers. These are just numbering the steps for the drop-off analysis.

A column that identifies the data you are collecting for that row.

A column with fillable boxes to enter the data.

And a column that provides space to make notes or do things like disaggregate the number from column 3.

Rows 1 through 4, are looking at data that covers the beginning of the child welfare journey.

Rows 5 through 9 are looking at the enrollment process of your program.

And rows 10 and 11 are looking at the engagement process of your program!

Slide 7:

Page 5 and 6 can be used for making notes about the process and the numbers. This sheet can be useful for establishing goals

Page six has some discussion questions your team might want to discuss after collecting and entering in the numbers.

Slide 8:

The last page is a visual. It should fill in automatically based on previous boxes and this would be great to copy and paste into a powerpoint or information packet to distribute to the team.

Slide 9:

That is it for this tool. The next three videos take you through collecting the data for pages 2 through 4.

There are also videos covering the discussion element of the drop off and setting goals. I hope you find these videos helpful!