

Data Collection Sources by Topic Worksheet

Data collection and analysis is the foundation of the community assessment. You can review the following topics and elements as data collection is being planned—this will help you identify what data you wish to collect as well as with the design of worksheets and choice of data collection methodologies. At the end of this list you will find a sample template for a worksheet that you can use to document your data collection.

As you review the topics and elements listed and embark on the data collection process, keep these important points in mind.

- You do not have to collect information for each item listed. Select the ones that will be useful to you and help you understand your program and your community.
- Depending on the data source, data may be reported in different ways. There is no right or wrong way to report the data.
- Sometimes you can find data that are broken down by race, gender, age, or location. If this information is helpful to you, then use it. For example, census information on the workforce may be broken down according to race; school districts may be able to give you information about the home languages most commonly spoken in the pre-kindergarten classes. If you think such detailed information will help your program identify and serve eligible families, then include this information on your worksheet for your CA.

General Demographics	Total population	0–3 year olds	3–5 year olds	18 years and older	Median age (years)
	Race	Hispanic or Latino	Household population	Average household size	Average family size
	Owner occupied housing	Renter occupied housing	Subsidized units		
Social Demographics	High school graduate or higher	BA degree or higher	High school dropout	0–3 years with disabilities	3–5 years with disabilities
	Foreign born	Teenage parents	Enrolled in adult education	Dual language learners	Homeless families with children
Economic Demographics	In labor force: 16 years or older	In job training: 16 years or older	Median household income	Per capita income	Families below poverty level
	Families below poverty level	Families below poverty level with 0–3 year olds	Families below poverty level with 3–5 year olds	Female (single parent) headed households with children	Male (single parent) headed households with children



	Grandparent headed households with children	Individuals below poverty level			
Health	Births	Low birth weight infants	Birth to single teen under age 20	Infant mortality	Pregnant women receiving pre-natal care (1 st trimester)
	Child deaths	0–3 year olds who are immunized	3–5 year olds who are immunized	Children and teens overweight or obese	Children with asthma
	Prevalence rates of infection, communicable diseases, diabetes for children and families	Smokers 16 and older	Pediatricians who accept low-income families	PA/NP/CNM	Medical clinics
	Hospitals	Without health insurance	With SCHIP	Seek emergency care 5 years and under	Cultural attitudes and perceptions affecting health
	Availability of interpreters	Availability of transportation to services	Environmental factors such as water quality, non-use of seat belts, lead toxicity, etc.		
Mental Health	Mental health providers who serve low-income families	Mental health clinics or other treatment centers	Parent education programs	Prevalence rate of depression	Households with substance abuse
	Cases of reported child abuse and neglect	Households with domestic violence	Incarcerated individuals	Cultural attitudes and perceptions affecting mental health	Bilingual staff
	Availability of transportation to services				
Dental Health	Dentists who serve low-income families	Dental clinics	Households with fluoride in water	Prevalence rate of cavities in 0–3 year olds	Prevalence rate of cavities in 3–5 year olds



	Cultural attitudes and perceptions affecting dental health	Availability of interpreters	Bilingual staff	Availability of transportation to services	
Disabilities	0–3 year olds with disabilities	3–5 year olds with disabilities	Prevalence rates of different disabilities 5 and under	Prevalence rates of different disabilities served by school system	Early intervention programs
	Cultural attitudes and perceptions about disabilities	Availability of interpreters	Bilingual staff	Availability of transportation to services	
Nutrition	Enrolled in WIC	Receiving food stamps	Served by food banks or other food programs	Mothers who breast fed	Households preferring ethnic cooking
	Local supermarkets	Fast food places	# and type of ethnic food markets	Availability of transportation for services and food shopping	
Child Care / Early Education	Child care centers and early education programs	Low-income 0–3 year olds served in CC/EEP	Low-income 3–5 year olds served in CC/EEP	Homeless children 5 years and under served in CC/EEP	3 year olds served in state-funded pre-K
	4–5 year olds served in state-funded pre-K	Low-income 0–3 year olds served in family day care	Low-income 3–5 year olds served in family day care	Low-income 3–5 year olds in kith and kin care	CC/EEP programs providing transportation
	Average # hours of CC/EEP operations	Availability of interpreters	Bilingual staff		
Transportation	Eligible children provided transportation	Eligible children not provided transportation	Eligible children not provided transportation but may have used them if available	Children who dropped out of HS/EHS due to lack of transportation	Availability of transportation for 0–3 year olds with disabilities



	Availability of transportation for 3–5 year olds with disabilities	Availability of transportation provided by school districts with HS/EHS children	Partnership with community organizations (i.e., child care, coordinated transportation providers, human service agencies) to provide transportation	Participation with local Transportation Coordination Council (if no, will there be participation in establishing a council?)	Training for transportation staff
Community Resources	Libraries	Book stores (adult and children)	Museums (activities for infants–5 year olds)	Agencies providing literacy education for DLLs	3 year olds served in state-funded pre-K
	Recreational centers	Cultural centers (specify)	Thrift stores	Services that support the inclusion of fathers	Family support services
	Family preservation programs	Senior support services	Crisis assistance programs (e.g., domestic violence shelters)	Legal services	Employment services (e.g., pre-employment prep, workplace literacy programs)

