

Impact Measures (IM) Flowchart



NNS

NNS Worker

- Engages with community organisation. Share NNS local priorities and Prevention First Outcomes.
- Confirms if project eligible to apply. Agree Impact Measure that best fits + provide IM guidance & documents
- Ensure project understands other NNS reporting and monitoring requirements.

NNS Worker - Confirm which Impact Measure

- Any support needed by organisation identified and plan made for providing support
- Invite applicant to include additional costs for data collection & administration - this will be within the maximum amount allowed for NNS grant

Community Organisation

Community Organisation Applies for NNS Grant

Confirms which Impact Measure to use and incorporates into funding application

NNS grant application is completed and includes following agreements

- Have read Impact Measure guidance
- Agree to implement selected Impact Measure
- Compliance with reporting requirements

Ongoing Support

Community organisation will have access to ongoing support via their NNS.

Learning logs will capture citizen, community organisations and NNS feedback.

Grant Panel

NNS Grant Panel

Assesses application and ensure appropriate Impact Measure selected and support needs of project identified

NNS

NNS Worker - Following Award of Grant Funding

- NNS worker ensures that organisation can access support required
- Ensure organisation has copies of questionnaire + data capture sheet + citizen information leaflet
- Ensure organisation is clear on administering the questionnaire and recording results
- Agree target dates for 1st and 2nd measures - guideline is to complete second measure after 12 sessions
- Exceptions to the 12 sessions guideline can be agreed based on what is most appropriate for a project



Community Organisation

Community Organisation complete 1st Impact Measure Questionnaire

- Explanatory information given to citizens (data usage and privacy)
- Encourage completion whilst explaining it is not compulsory
- Protect citizens' identities by assigning unique identifiers to prevent the disclosure of identifying details.
- Project participants complete first questionnaire (initial baseline measure)
 1. Complete as near to start of your activity/program as possible
 2. May be easier to complete questionnaire at different times, or over a couple of sessions
 3. Check that citizens have answered every question
 4. Ensure enough time allowed for citizens to complete questionnaire - consider if privacy needed
- Copy questionnaire scores into relevant Data Capture Sheet - results calculated automatically
- Save Data Capture Sheet securely ready to add 2nd Impact Measure

Community Organisation complete 2nd Impact Measure Questionnaire

- Second questionnaire repeated by same group of citizens to measure change from initial baseline measure.
- Guideline is to complete second measure after 12 sessions. (Exceptions can apply)
- Remind citizens about purpose and encourage completion.
 1. Check that citizens have answered every question
 2. Ensure enough time allowed for citizens to complete questionnaire - consider if privacy needed
 3. When participants are not available to complete a second questionnaire simply leave their second score blank on the data sheet. It will then not be calculated and not effect overall score.
- Retrieve relevant Data Capture Sheet and add 2nd set of data- results calculated automatically by sheet.



Community Organisation send completed Data Capture Sheet to local NNS

- Check data sheet has responses to both 1st & 2nd questionnaire and is anonymised.
- Completed data sheet emailed to NNS Leads.
- Complete and return learning log to NNS Leads.



NNS

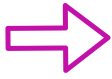
NNS Worker /Team submits data via online spreadsheet

- Data submission deadline to be agreed at beginning of project (see above)
- Each constituency NNS has its own online Teams spreadsheet and folders.
- NNS worker copies data from data sheets into online spreadsheet– one row for each completed data set
- NNS worker to save copy of data sheet in folder provided.

P&C Team

P&C Commissioning Team Receives Data

- P&C Team monitoring which projects have submitted complete data sets and follow-up on missing data.
- Commissioning analyses data as required.
- Data submitted as part of Public Health quarterly monitoring via online reporting process.



Thank you for all your time and support with the Impact Measures

