



Australian Government

Department of Health and Ageing

National Suicide Prevention Strategy Evaluation Data Reporter (EDR) Tool

Instruction Guide

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One - Introduction

1.1 COAG – National Action Plan on Mental Health

The *COAG* (Council of Australian Governments) *National Action Plan on Mental Health 2006-2011* aims to improve mental health and facilitate recovery from illness through a greater focus on promotion, prevention and early intervention; improved access to mental health services, including in Indigenous and rural communities; more stable accommodation and support; and meaningful participation in recreational, social, employment and other activities in the community.

In order to effectively report on the delivery of these aims and objectives, all organisations funded under the *COAG Expanding Suicide Prevention* measure, are required to provide important information to the Department. This data will enable each project to contribute to the evidence base, as part of the National Suicide Prevention Strategy, and the overall delivery of the COAG Mental Health Plan's objectives.

Not only will the evaluation data contribute greatly to the monitoring of the National Action Plan on Mental Health, it will also be used to ascertain the impact and performance of individual projects, models and initiatives which will subsequently inform future focus and direction within the National Suicide Prevention Strategy.

1.2 National Suicide Prevention Strategy Project Evaluation

The evaluation framework for projects funded under the NSPS breaks the data-points down into three service types:

1. Individual Client Services;
2. Workforce Development; and
3. Community Development

Breakdowns of these service types and their associated data-points are shown at the back of this guide. Projects within the National Suicide Prevention Strategy Community-based Funding Program have been grouped according to these service types and have been used to determine which data-points or Key Performance Indicators (KPIs) are to be collected as part of this Project's ongoing process evaluation.

This guide should be read in conjunction with your organisations Funding Agreement with the Department, in particular Annex D.

Two – EDR Basics

2.1 Purpose of the Evaluation Data Reporter (EDR) Tool

To enable consistent reporting from all organisations funded under the NSPS, a data presentation and reporting tool has been created to enable you to present your project's data to the Department efficiently and effectively. This uniform data presentation will enable the department to systematically provide sound information to COAG.

A separate EDR tool has been created for each of the three service types. However, those organisations that will be presenting data using all three will find similarities across all three.

2.2 How to use the EDR

The EDR tool has been created using a basic Microsoft Excel spreadsheet in Excel 2003. This approach ensures as many people as possible can use it without the need for any prior computer programming or accounting knowledge.

Firstly, you should ensure you have Microsoft Excel installed on the computer. The majority of Microsoft Office versions have Excel as standard. Once you have determined you have Excel, you should **save** the EDR tools somewhere on your computer or network.

The three EDR tools are supplied as Excel templates. These have the file type of .xlt at the end of their name. Templates act as a quick way to create the same document time and time again without the need to create it from scratch. One way to view a template is as a never-ending pad of the same form, each time you double-click on its icon, you 'tear off' a fresh page to use.

2.3 When to use the EDR

Each quarter as part of your organisation's Progress Report, completed EDRs should be submitted which contain data collected during the actual reporting quarter. For example, if your Progress Report is due at the end of May, your quarterly EDCs should include data for March, April and May. You should then use a clean set of EDCs to submit data the following quarter.

2.3 What data to report on the EDR

The data you should be collecting and presenting using the EDR tool is identified in Annex D of the Funding Agreement between the Commonwealth and your organisation. The part with the heading of 'Group Determination' shows you which of the subsets of the three service types you need to be collecting and subsequently reporting against. These are also explained further in this guide.

Should you have any questions, please contact your Commonwealth Liaison Officer

2.5 Naming and Saving the EDR

To ensure the EDRs you send to the Commonwealth Liaison Officer can be identified, each EDR should be given a unique name. EDRs should be named according to the naming convention layout shown here.

The file naming convention is split into three separate areas:

Project Code* number	hyphen	Service Type	hyphen	Progress Report number
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*You can find your Project code in the Schedule of your funding agreement under Item E. If you cannot locate your Funding Agreement, please speak with your Commonwealth Liaison Officer.

The three service types are 'I' for Individual Client Services; 'C' for Community Focused Services and 'W' for Workforce Development. So for example, if your Project Code is CGL123A and you were supplying your Individual Client Services EDR for Progress Report 4, you should save the EDR as:

Project Code* number	hyphen	Service Type	hyphen	Progress Report number
CGL123A	-	I	-	4

So the filename would look like this: CGL123A-I-4.xls. Each subsequent quarter's report would simply change the service type and/or report number 5, 6 etc.

This naming convention allows for multiple spreadsheets from organisations and which would never have the same filename – this will make data tracking easier for both your internal systems and for the Commonwealth when collating project data.

2.6 Completing and Sending the EDR

Each quarter, you should interrogate your internal systems in which you are recording your data and populate the EDR with the data requested in your Funding Agreement. You should then save the EDR according to 2.5 email this, along with the electronic copies of your progress report, to your Commonwealth Liaison Officer.

2.7 Usage of your EDR data

Each quarter your Commonwealth Liaison Officer will compile the data included in your EDR into an aggregate report for the State or territory and provide this to the Department of Health and Ageing's Suicide Prevention Section, based in Canberra. This regional data will then be combined into an aggregated national database for analysis as explained in section 1.1 above.

No data you provide is made available to anyone outside of the Department and COAG agencies. It is not provided to any other organisation or stakeholder in a way that would make it identifiable to your organisation. The data you supply will be managed in accordance with the Department's policy, statutory and legislative responsibilities pertaining to privacy, confidentiality and information management procedures and processes.

Three – The Individual Client EDR

3.1 Purpose of the Individual Client Services EDR

This spreadsheet has been designed to enable you to present data collected about individuals you have provided services to and to provide further information regarding any media events of partnership activities undertaken during the reporting period.

Individual Client Services include initiatives that provide direct assistance to individuals who are experiencing a mental health problem or disorder. Services included in this category include a range of health and personal support programs.

You should refer to your Funding Agreement to see if you should be collecting and reporting upon this information.

3.2 Tab One: Client Data

This tab provides an area to present data collected on the individual clients to whom your organisation has provided services during the reporting period. Column one shows the question; column two shows the expected or available response(s); and column three gives a brief explanation or description.

Question		Answer options	Explanation / Description
1	Type of appointment or contact	Face-to-Face	In person meeting with client
		telephone	Talking with the client on the telephone
		website	Client accessing services through a website which you are able to report on individually
2	Nature of the contact/appointment:	Direct client support	Providing unique counselling or assistance
		Information	Providing general information (or client was seeking such)
		Education	Providing education/training (or client was seeking such)
3	State or Territory	8 State or Territories	Show the three letter abbreviation for the client's state of residence
4	Sex	M or F	Indicate the sex of the client
5	Age	(1) - 00 - 12	Indicate the age bracket for the client
		(2) - 13 - 24	
		(3) - 25 - 44	
		(4) - 45 - 55	
		(5) - 55 +	
6	Ethnicity/cultural background:	1 - Australian	Enter the number closest to the client's ethnicity/cultural background. If '5' or '6' are selected, include the nationality where possible.
		2 - Australian Aboriginal	
		3 - Australian South Sea Islander	
		4 - Torres Strait Islander	
		5 - Refugee/Migrant	
		6 - Other	

Question Cont'd		Answer options	Description / assistance
7	If the client has a mental illness (PwMI)	Y, N or I*	If the client has a mental illness. (particulars of the illness NOT required.)
8	which organisation referred the client to your organisation [#]	Name of NA	If regular referrals are made form the same source, you may use a key and detail the names at the bottom of the spreadsheet
9	To which organisation has the client been referred to by your organisation after their contact or appointment	Name or NA	If regular referrals are made to the same source, you may use a key and detail the names at the bottom of the spreadsheet
10	if a client failed to arrive for a particular appointment	Y, N or I*	Question only relates to Face-to-Face contact.
11	Number of follow-ups made with this client during the reporting period	Number	This should be a running total for each face-to-face client only.
12	duration of contact or appointment (to the nearest ¼ hourly increment)	For example: 0.75 for 3/4 hour)	Show using 1/4 hour (0.25) intervals the length of time for each appointment. (Face-to-face or telephone contact only.)
13	Comment	Text or leave blank	Use this space to enter a comment (if any.)

*The letter 'I' has been chosen to represent the terms 'N/A' and 'not applicable' as 'I - Irrelevant'. This is to enable more precise data analysis and to mitigate the possibility of confusing N with NA.

For each client your organisation interacts with, as a *direct* consequence of the funding provided under the NSPS, complete a single row by using the drop down boxes that appear in each cell of by typing in the required answer in the format shown above. If you need to add new rows at the bottom, select the last row and copy and paste as many times as necessary to enable full reporting.

3.3 Tab Two: Media and Partnerships Data

This tab provides an area to present data collected in relation to media interaction; collaboration and working in partnership with other organisations during the reporting period. Column one shows the question; column two shows the expected or available response(s) and column three gives a brief explanation or description. Column one shows the question; column two shows the expected or available response(s); and column three gives a brief explanation or description.

Media Event			
Question	Answer options	Description / assistance	
1	Pathway type used to raise awareness of the services being provided	Select the appropriate type from the drop-down menu	
			newspaper articles
			Journals and/or publications
			Conferences and/or presentations
			television
			radio
internet			
2	Date	Date in dd/mm/yy format	Date of event
3	Description of Event	Enter description	details of the event and/or the nature of interaction
Partnering and Collaboration			
Question	Answer options	Description / assistance	
4	Organisation Name	Enter Organisation Name	
5	Date	Enter date in dd/mm/yy format	Date of event
6	Description of Event	Enter description	details of the collaboration partnership

Four – The Community Focused Services EDR

4.1 Purpose of the Community Focused Services EDR

This spreadsheet has been designed to enable you to present data collected as you have carried out community focused services and to provide further information regarding any media events of partnership activities undertaken during the reporting period.

Community Focused Services involve activities targeted at whole communities, or specific groups within communities, where the aim is to build capacity, raise awareness or educate about mental health issues. You should refer to your Funding Agreement to see if you should be collecting and reporting upon this information.

4.2 Community Focused Services EDR – Tab One: Community Event

This tab provides an area to present data collected on Community events during the reporting period. Column one shows the question; column two shows the expected or available response(s); and column three gives a brief explanation or description.

Tab one is designed to hold information for a single community event. If you carry out more than one community event during the reporting period and require another tab to enter data for a subsequent event(s), you will need to create a copy of tab one to enter this additional information.

To create a copy of Tab one; follow these instructions:

- 1) select Tab one;
- 2) on the **Edit** menu, click **Move or Copy Sheet**;
- 3) do not change the information in the **To book** box;
- 4) In the **Before sheet** box, click **(move to end)**;
- 5) tick the **Create a copy** check box;
- 6) click **OK**;
- 7) a copy of Tab one will be added after the media and partnerships tab;
- 8) use this new tab in exactly the same way as Tab one

The top of tab one asks for information on the event as follows. Column one shows the question; column two shows the expected or available response(s); and column three gives a brief explanation or description.

Question	Answer options	Description / assistance	
1	Event Name	Text	Name of the event
2	Event type	Workshops; meetings; presentations; Train the Trainer events; Consultation events;	Select the appropriate type
3	Date of event	Date	Enter event date (dd/mm/yy)
4	Length of event	Time (Show using 1/4 hour (0.25))	intervals the length of time for each event.
5	Event Location	Text	Location name (Town, region etc.)
6	Number of trainers	Number	Enter the number of trainers

The bottom of tab one asks for information on the event attendees as follows. Column one shows the question; column two shows the expected or available response(s); and column three gives a brief explanation or description.

Question		Answer options	Description / assistance
7	State or Territory	8 State or Territories	Select the attendee's state or territory
8	Sex	M or F	Indicate the sex of the attendee
9	Age	(1) - 00 – 12	Select the age bracket for the attendee
		(2) - 13 – 24	
		(3) - 25 – 44	
		(4) - 45 – 55	
		(5) - 55 +	
10 & 10a	Ethnicity/cultural background:	1 - Australian	Select the closest to the attendee's ethnicity/cultural background. If '5' or '6' are selected, include the nationality where possible.
		2 - Australian Aboriginal	
		3 - Australian South Sea Islander	
		4 - Torres Strait Islander	
		5 - Refugee/Migrant	
		6 - Other	
11	If the attendee has a mental illness (PwMI)	Y, N or I*	Indicate if possible. - Details of the illness are NOT required
12	if any attendees failed to appear for the event	Y, N or I*	Use to indicate if pre-booking has taken place but that a person fails to attend
13	How they registered to be at the event	(I) - by invitation	Invited by the event organiser
		(B) - by booking with organiser	Booked for the event with the event organiser
		(O) - Open event	Open event attendee
14	Attendee satisfaction rating	between 0 - 100 %	Through the use of an event feedback form, show the attendee's overall satisfaction with the event

*The letter 'I' has been chosen to represent the terms 'N/A' and 'not applicable' as 'I - Irrelevant'. This is to enable more precise data analysis and to mitigate the possibility of confusing N with NA.

You should aim to collect as much of the data for question 7 to 14 from each attendee through the use of an event feedback form. The design of the form rests with your organisation but it should include as a minimum the above information. Please contact your Commonwealth Liaison Officer for further assistance in this area if required.

4.3 Tab Two: Media and Partnerships Data

This tab provides an area to present data collected in relation to media interaction; collaboration and working in partnership with other organisations during the reporting period. Column one shows the question; column two shows the expected or available response(s) and column three gives a brief explanation or description.

Refer to 3.3 for further information on completing this tab.

Five – The Workforce Development EDR

5.1 Purpose of the Workforce Development EDR

This spreadsheet has been designed to enable you to present data collected as you have carried out workforce development activities and to provide further information regarding any media events or partnership activities undertaken during the reporting period.

Workforce development activities include initiatives that target the human services workforce and provide formal education programs or other activities that aim to improve skills in responding to mental health issues.

This tab provides an area to present data collected on workforce events during the reporting period. Column one shows the question; column two shows the expected or available response(s); and column three gives a brief explanation or description.

5.2 Tab One: Workforce Event

Tab one is designed to hold information for a single workforce event. If you carry out more than one event during the reporting period and require another tab to enter data for a subsequent event(s), you will need to create a copy of tab one to enter this additional information.

To create a copy of Tab one; follow these instructions:

- 9) select Tab one;
- 10) on the **Edit** menu, click **Move or Copy Sheet**;
- 11) do not change the information in the **To book** box;
- 12) In the **Before sheet** box, click **(move to end)**;
- 13) tick the **Create a copy** check box;
- 14) click **OK**;
- 15) a copy of Tab one will be added after the media and partnerships tab;
- 16) use this new tab in exactly the same way as Tab one

The top of tab one asks for information on the event as follows. Column one shows the question; column two shows the expected or available response(s); and column three gives a brief explanation or description.

Question	Answer options	Description / assistance	
1	Event Name	Text	Name of the event
2	Event type	Workshops; meetings; presentations; Train the Trainer events; Consultation events;	Select the appropriate type
3	Date of event	Date	Enter event date (dd/mm/yy)
4	Length of event	Time (Show using 1/4 hour (0.25))	intervals the length of time for each event.
5	Event Location	Text	Location name (Town, region etc.)
6	Number of trainers	Number	Enter the number of trainers

You should refer to your Funding Agreement to see if you should be collecting this information.

Question		Answer options	Description / assistance
7	State or Territory	8 State or Territories	Select the attendee's state or territory
8	Sex	M or F	Indicate the sex of the attendee
9	Age	(1) - 00 - 12	Select the age bracket for the attendee
		(2) - 13 - 24	
		(3) - 25 - 44	
		(4) - 45 - 55	
		(5) - 55 +	
10 & 10a	Ethnicity/cultural background:	1 - Australian	Select the closest to the attendee's ethnicity/cultural background. If '5' or '6' are selected, include the nationality where possible.
		2 - Australian Aboriginal	
		3 - Australian South Sea Islander	
		4 - Torres Strait Islander	
		5 - Refugee/Migrant	
		6 - Other	
11	Work Status	Employed - Health Sector	Show the employment status shown on your feedback form
		Employed - Non-health Sector	
		Unemployed	
		Student - Health Sector	
		Student - Non-health Sector	
		Y, N or I*	
12	Attendance	Y, N or I*	Use to indicate if pre-booking has taken place but that a person fails to attend
13	Registered	(I) - by invitation	Invited by the event organiser
		(B) - by booking with organiser	Booked for the event with the event organiser
		(O) - Open event	Open event attendee
14	satisfaction rating	between 0 - 100 %	Show the attendee's overall satisfaction with the event

*The letter 'I' has been chosen to represent the terms 'N/A' and 'not applicable' as 'I - Irrelevant'. This is to enable more precise data analysis and to mitigate the possibility of confusing N with NA.

You should aim to collect as much of the data for question 7 to 14 from each attendee through the use of an event feedback form. The design of the form rests with your organisation but it should include as a minimum the above information. Please contact your Commonwealth Liaison Officer for further assistance in this area if required.

5.3 Tab Two: Media and Partnerships Data

This tab provides an area to present data collected in relation to media interaction; collaboration and working in partnership with other organisations during the reporting period. Column one shows the question; column two shows the expected or available response(s) and column three gives a brief explanation or description.

Refer to 3.3 for further information on completing this tab.

Six - Reference

6.1 Services Under Individual Client Services

Clinical and counselling services

Services that provide face-to-face health care assessment and treatment for individuals experiencing a mental disorder, or counselling for individuals affected directly or indirectly by a mental health issue or problem.

Personal support/advocacy

The provision of support, advice and practical assistance to an individual affected by a mental disorder that aims to promote recovery by assisting the individual to achieve goals and participate in the community. Services in this group also provide advocacy on behalf of the individual to assist them to access necessary services or promote their human and legal rights.

Telephone information and counselling

The provision of information, advice, emotional support and referral services through telephone contact with individuals affected by a mental health issue.

Web-based counselling

The provision of counselling, emotional support and personal advice services via the internet to individuals experiencing a mental health problem or disorder.

Self help

The provision of opportunities for people affected by a mental health issues to learn from and support each other, or the provision of information and educational resources to individuals that aim to develop the person's understanding of mental health issues and coping strategies. Self help programs may be provided on a group or individual basis, and directly or indirectly through various media such as the internet or written materials.

Day programs

Services providing a range of activities within a non-residential environment for people affected by mental illness. Day programs aim to create a sense of belonging to a community, provide peer support and an atmosphere where a range of social and daily living skills can be learnt. Day programs can be structured or informal drop in services.

Respite

Services provided in a residential setting to individuals affected by a mental disorder that are designed to provide a break for carers from their usual caring roles. Respite services aim to enhance the coping mechanisms of both consumer and carer and to allow the carer to look after their own needs.

6.2 Services Under Community Focused Services

Community development

Services that aim to strengthen the capacity of local communities, or groups within communities, to respond to mental health issues or provide support to people affected by a mental health disorder. Services of this typically aim promote linkages between organisations or assist organisations to improve the responsiveness of existing programs to the needs of people with mental disorders.

Community awareness

Services that aim to raise awareness about mental health and illness through the provision of information to the community. Initiatives in this group typically involve targeted campaigns to raise awareness about a specific mental health issue.

Community education

Initiatives in this group provide structured, educational programs targeted at specific groups that aim to promote understanding and response to mental health issues and problems. Groups targeted by the COAG initiatives include parents, school students and young people.

6.3 Services Under Workforce Development

Workforce education

This group of initiatives refers to formal graduate and post graduate education programs for the training of health professionals.

Workforce training

Services that aim to improve the skills of individuals employed in the human services field to understand and respond to mental health issues. Groups included in this category include health professionals, teachers, child care workers and non professionals employed in a range of community services.

6.4 Use of the Data Reporting Tools

The NSPS Evaluation Data Reporter (EDR) tools are Commonwealth Material as defined in Clause 1 of the Terms and Conditions of the Funding Agreement between the Commonwealth and your organisation and may be utilised as such.

6.5 Assistance

If you require any assistance with the completion of the any of the EDR tools, please contact your Commonwealth Liaison Officer.