

**Ohio SPF-PFS Initiative: Community Outcomes Measures (COMs) Reporting
Checklist**

- ☐ Using the “SPF-PFS Sub-Recipient Outcomes Data – Youth Surveys” master table, identify what COMs your coalition must report on for each Federal Fiscal Year (FFY). Remember, you must report COMs for both SAMHSA priorities, regardless of your coalition’s Problem of Practice.
- ☐ Write the total number of COMs worksheets your coalition is required (i.e., highlighted in gold on the master table) to complete here: _____
- ☐ Write the total number of COMs worksheets your coalition is recommended (i.e., highlighted in green on the master table) to complete here: _____

You will need to consult with your local evaluator on how to submit information on these indicators. Please start working on this ASAP if your coalition chooses to submit the recommended indicators.

- ☐ Write the total number of COMs worksheets your coalition will be completing here: _____
- ☐ Gather the necessary materials:
 - Your coalition’s approved COMs Survey Status Update Form
 - Survey Instrument (the highlighted version submitted with your COMs Survey Status Update form will be the most helpful)
 - Survey Results
 - Calculator (a phone can serve as a calculator!)
 - The applicable COMs Data Reporting Sheets. Remember, you may need more than one of some of the COMs Data Reporting Sheets! For example, if you have data for Recent Substance Use (30-day Use) for Alcohol for FFY14 and FFY17, you will need two copies of that particular COMs Data Reporting Sheets.
 - Pen/Pencil/Highlighter
- ☐ Complete the COMs Data Reporting Sheets. Best practice for completing the COMs Data Reporting Sheets:
 - Find the indicator you are looking for in the survey results. Highlight it.
 - Write the results in the COMs Data Reporting Sheets.
 - Type the information from the handwritten COMs Data Reporting Sheets into the electronic Word documents. Be sure to update the file name with your county name and federal fiscal year – you will see placeholders for those fields in the filename already.
 - Print out your COMs Data Reporting Sheet Word documents and verify that your data points match what you entered in on your handwritten version and on the survey report itself. This provides a “double-doublecheck”.
 - After you have verified your data, email your survey results, survey instrument, and completed COMs Data Reporting Sheets to your local evaluator for final review. This is the “triple-doublecheck” ☺.
 - Enter the verified information from the COMs Data Reporting Sheets into the on-line data entry system (similar to the PoP and CRA online systems). You may use “cut and paste” from your Word documents to enter the information into the on-line system.
 - KEEP all of these materials – you will need them during the “for real final” data verification process ☺.
- ☐ Celebrate and wait for your report to be complete!

DEADLINE: Due to the fact that the FFY17 data is being collected at different times in different communities, we cannot provide a definite deadline. However, you cannot move forward with the Needs Assessment Process without these data. An ideal deadline would be 3-4 weeks after you receive your FFY data. On the Sub-Recipient Calendar, we have listed 11/30/2017 as the “last call” due date to get your quantitative needs assessment report prior to January 31, 2018.