

Worksheet 3.3

Data Collection Tools

Tool	Characteristics	Optimum Numbers	Benefits	Drawbacks
Strategic Planning Conference (e.g., Needs Assessment, Future Search, Appreciative Inquiry Methods)	<ul style="list-style-type: none"> ▪ Interactive, cross-functional, cross-organization, large-group vision and planning process 	<ul style="list-style-type: none"> ▪ Any size group from 10 to 1,000 or more 	<ul style="list-style-type: none"> ▪ Inclusive, cross-component representation ▪ Active ▪ Strengths-based approach ▪ Energizing ▪ Visionary—new programs to be considered or strategies for change 	<ul style="list-style-type: none"> ▪ Trained facilitator advised ▪ Logistics and planning required
Surveys	<ul style="list-style-type: none"> ▪ Data from a large number of people ▪ Written or oral ▪ Random selection or all possible respondents ▪ Satisfaction level for services (Client Assessment) 	<ul style="list-style-type: none"> ▪ Any group size 	<ul style="list-style-type: none"> ▪ Confidentiality ▪ Attempt to reach large number of people ▪ Written or oral ▪ Cost effective 	<ul style="list-style-type: none"> ▪ Relatively small number of returns ▪ Literacy levels of respondents need to be considered
Focus Groups	<ul style="list-style-type: none"> ▪ Highly structured ▪ Facilitated discussions ▪ Group has some common interest or characteristic 	<ul style="list-style-type: none"> ▪ No larger than 20 	<ul style="list-style-type: none"> ▪ Structured dialogue gives consistency across all groups ▪ Questions designed to elicit specific information 	<ul style="list-style-type: none"> ▪ Time intensive ▪ Logistics and preparation for assuring success ▪ Skilled facilitator needed

PARTICIPANT WORKSHEETS
Strategic Planning for Victim Service Leaders

Tool	Characteristics	Optimum Numbers	Benefits	Drawbacks
User Groups	<ul style="list-style-type: none"> ▪ Specific clients of services offered by the group's sponsor 	<ul style="list-style-type: none"> ▪ 20+/- 	<ul style="list-style-type: none"> ▪ Information directly from the clients 	<ul style="list-style-type: none"> ▪ Skilled facilitator needed ▪ Can be emotional ▪ Not all participants may be comfortable
One-on-One Interviews	<ul style="list-style-type: none"> ▪ Can enlist subjective information on a personal basis 	<ul style="list-style-type: none"> ▪ Time will limit the number interviewed 	<ul style="list-style-type: none"> ▪ Oral history and stories present powerful information 	<ul style="list-style-type: none"> ▪ Time intensive ▪ Can be emotional ▪ Needs a relatively large number in order to have an accurate representation
Client Advisory Councils	<ul style="list-style-type: none"> ▪ Ongoing information and feedback 	<ul style="list-style-type: none"> ▪ Specified number of clients (clients can be designated as victims or victim service providers, or justice officials who interact with the sponsoring organization) 	<ul style="list-style-type: none"> ▪ Meet with some regularity ▪ Have a sense of purpose ▪ Feel their input is valued 	<ul style="list-style-type: none"> ▪ Must understand their role as advisory and not decision-making ▪ Must meet with enough regularity to understand their purpose and value
Public Hearings and Meetings	<ul style="list-style-type: none"> ▪ Present information ▪ Solicit input ▪ Obtain feedback on a proposal 	<ul style="list-style-type: none"> ▪ Any group size ▪ Used in statewide planning 	<ul style="list-style-type: none"> ▪ Open to general public for response ▪ Many times held in several locations ▪ Open opportunity for anyone to attend 	<ul style="list-style-type: none"> ▪ Usually only draw those interested in the topic, so data may be skewed ▪ Require participants to speak out in a large group ▪ May need rules to limit amount of time any one person should speak