Reporting Requirements Summary for DETS and SAM

Every month you must submit a SAM monthly report and/or a DETS Sectional Report. For each DETS Course you need to submit 1.) Class Information 2.) three Sectional Reports 3.) End of Course Survey. Every self-advocate who has been active with SAM this year (since July 2019) and has not completed a DETS Course Survey will be asked to complete a SAM End of Year Survey in July.

**DETS**

**DETS Class Information –** *Submitted at the beginning of each DETS course*. Gives basic tracking information like what course you’re leading, whose facilitating it, and how many people are going.

**DETS Sectional Reports** - S*ubmitted after a group has completed each of the following group of sections*: sections 1-4 (personal power), sections 5-8 (disability rights), and 9-12 (community).

**DETS End of Course Survey –** *Submitted at the end of a DETS course.* **S**hould be completed by everyone individually who went through the DETS course upon completion.

**SAM**

**SAM Monthly Reports** – *Submitted monthly* (by the 3rd of the month). Shows what your group covered at your last meeting, how many were there, where it was, how it was received etc. DETS Sectional Report can substituted.

**SAM End of Year Survey** (document DETS Course Survey) should be completed at the end of the contract year by SAM members who have not already completed one at the end of a DETS course

**Recording Questions That Measure Responses on a Scale**

For all of the reports and surveys we measure some outcomes with a weighted average, which means we need you to record how every person rates that aspect of the training. This can be done quickly, easily, and accurately using the fingers method described below.

*For the questions below we need participants to rate on a scale from 1-5 how strongly they agree (5) or disagree (1) with the statements. Ask the question and have people show on one hand - one to five fingers - representing their rating. Write down the number of people for each possible rating in the table below.*

 *Example: You explain and read the statement - 3 people show 3 fingers, 2 people show 4, and 4 people show all five:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Scale of 1-5 Rating*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| ***# of People Who Rated It a:*** | ***0*** | ***0*** | ***3*** | ***2*** | ***4*** |