

## WITS Report Tips: Gathering Data for Process Evaluation

In the Phase F Prevention Action Plan SCAs identified process outcomes for each program/activity in the plan. Often those process measures included things like the number of groups, number of participants, etc. Many of those numbers can be obtained from WITS. Below provides some tips about reports in WITS that can be used to obtain these numbers to incorporate into Phase G evaluation report. *Please note that all three reports below were designed to be exported into Excel.*

### [Prevention\\_Services\\_Summary\\_of\\_Services\\_Planned\\_vs\\_Delivered](#)

The “Planned vs Delivered” report may be one of your best options for obtaining numbers you may need. This report allows you to obtain the following information by provider, program, customized program name, and service code:

- # of one-time services
- # of groups (for session-based services)
- # of sessions (for session-based services)
- # of people served/reached (e.g. # of participants)
  - This is an unduplicated count of participants for session-based services.
- Other Count Total (the other count field is an optional field in WITS that SCAs/providers can use to track numbers other than participants reached/served such as # of materials disseminated)
- Service Length Total Hours (this is not a total of staff time, but total of hours entered into service length field)
  - Dividing service length total hours by the # of one-time services or # of sessions for a given program or service code will allow you to gauge the average length of a service.
- Programs or services that were planned but never implemented are highlighted in the report in yellow. This is one way to see what activities or programs you may have planned to do that never took place.

### **Report Limitations**

- In Phase F you may have had several separate programs that all fall under one program/service code in your WITS plan. For example, you may have had two separate educational programs or presentations with different content, purpose, and audience in Phase F, but both may have been lumped together in WITS under the same program and service code (e.g. both under ATOD Education Activities and EDU01). If this is the case the “Planned vs Delivered” report, will not give you information you would need to separate out how many groups, participants, etc. were for each of the educational programs.

### [Prevention\\_Services\\_Participant\\_Demographics\\_Unduplicated](#)

The “Participant Demographics Unduplicated” report will allow you to obtain the following information by provider, program, customized program name, service code and population:

- # of one-time services
  - If you sort/filter for a specific program and then for only one-time, the number of rows will equal the number of services.
- # of groups (for session-based services)
  - Each session-based group appears as only one row in this report. If you had a session-based group that had 10 sessions, it will be represented in this report as only one row. If you

sort/filter for a specific program and then for only session-based, the number of rows will equal the number of groups.

- # of participants (total and by each demographic group)
  - This is an unduplicated count of participants for session-based services
- Other Count Total

### Report Limitations

- When selecting date filters for the report, session-based groups will only appear on the report if date range includes the date the group started. Report was originally designed to be run for an entire State Fiscal Year, so best if run for whole year and not part of year.
- This report was originally built for DDAP to complete certain federal reporting. Because of that, the data elements included are limited. For example, report does not include data that may be needed such as group/activity name, date, etc. DDAP is hoping to revise this report within the next year, so future version of the report may have more utility for obtaining/tracking process measures.

### Prevention\_Services\_All\_Services

The “All Services” report includes nearly all data elements collected in WITS when a service is entered. This report will allow you to obtain the following information by provider, program, customized program name, service code, population, etc.:

- # of one-time services
  - If you sort/filter for a specific program and then for only one-time, the number of rows will equal the number of services.
- # of groups (for session-based services)
  - If you sort/filter for a specific program and then for only session-based, you can determine total number of groups by counting the unique ID numbers (column A). All sessions within one group will have the same ID number.
- # of sessions (for session-based services)
- # of participants (total and by each demographic group)
  - This is NOT an unduplicated count for session-based services. This report should not be used to determine the total number of participants for session-based services.
- Other Count Total
- Service Length Total Hours

This report allows you to see more specific details about each service such as the group/activity name, date, zip code, comments, etc. If you have multiple programs in Phase F that were each entered under the same program (e.g. ATOD Education Activities) and service code (e.g. EDU01), you may need to rely on data such as group/activity name that appears in this report to sort out how many groups, participants, etc. were for each of the programs in Phase F.

### Report Limitations

- Report does not show unduplicated counts of participants for session-based services.
- May require more manipulation of spreadsheet to obtain needed totals.
- May need to find and delete any merged rows in report before filtering/sorting. Merged rows are often right after the first session-based service that appears in report.