Home Stretch WA

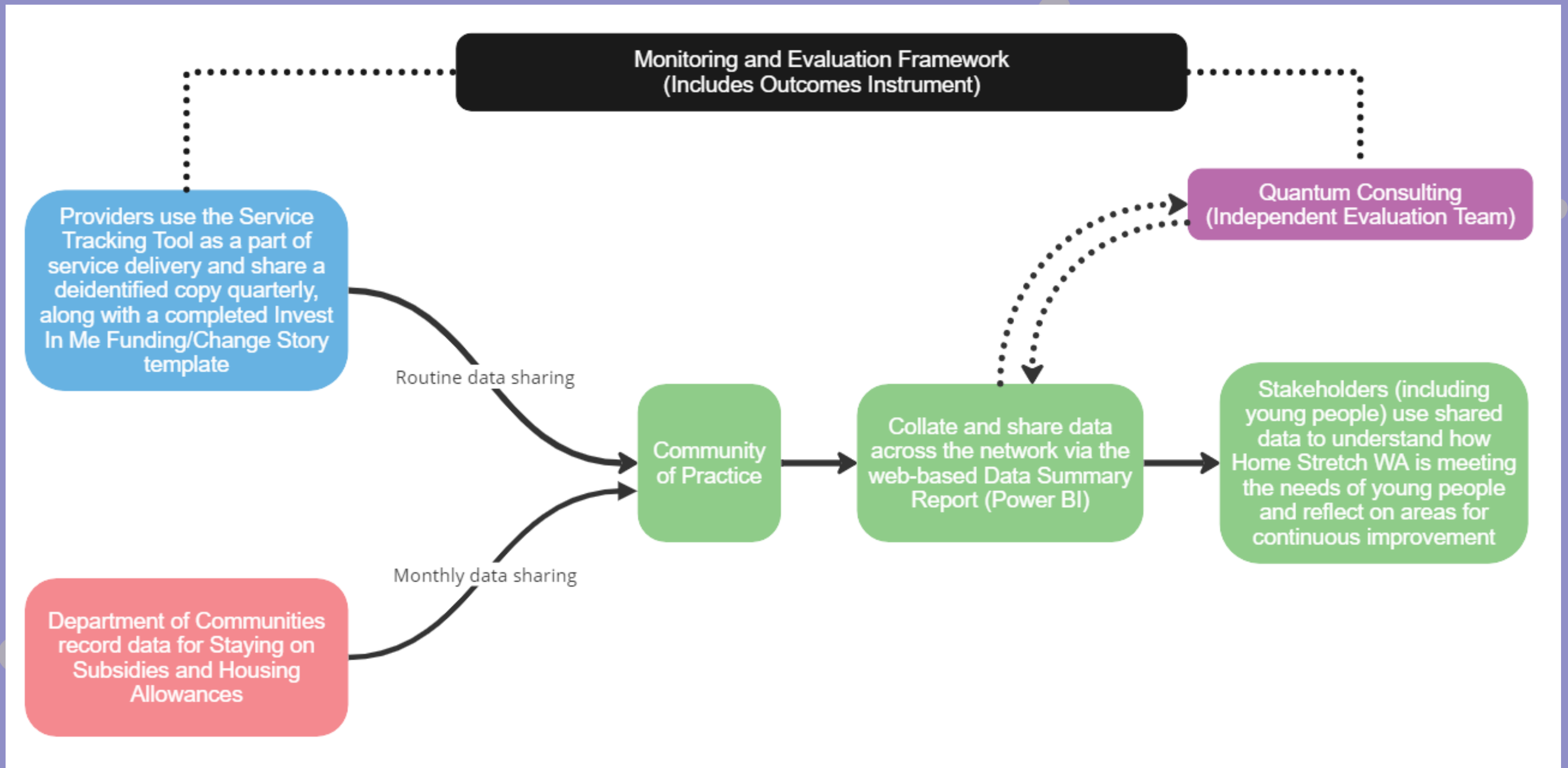**Community of Practice Data Sharing**

An Overview

Key functions of the Community of Practice (CoP) are to support and facilitate shared outcomes, monitor data,
and evaluate the program across providers and regions where Home Stretch WA services are offered.

Providers will contribute data about their Home Stretch WA service to
- Department of Communities (the Department),
- Community of Practice backbone team (Anglicare WA)
- Quantum Consulting (external evaluators).

Data sharing is a contractual agreement between providers and the Department.

The Big Picture

Monitoring and Evaluation Framework
(Includes Outcomes Instrument)

Providers use the Service Tracking Tool as a part of service delivery and share a deidentified copy quarterly, along with a completed Invest In Me Funding/Change Story template

Quantum Consulting
(Independent Evaluation Team)

Routine data sharing

Community of Practice

Collate and share data across the network via the web-based Data Summary Report (Power BI)

Stakeholders (including young people) use shared data to understand how Home Stretch WA is meeting the needs of young people and reflect on areas for continuous improvement

Monthly data sharing

Department of Communities record data for Staying on Subsidies and Housing Allowances

Privacy & Confidentiality

Longitudinal data is paramount to the Home Stretch WA program to capture individual outcomes experienced by young people and measure changes related to the program.

To meet privacy requirements, the creation of Unique Identifiers (UI) is needed to track progress for each young person, while ensuring that any data for that person remains non-identifiable by a third party. Providers will construct the UI using a combination of a person's name and month of birth. The following stepped example illustrates how to develop a UI for the fictional young person named 'Graham Jones', who was born in August:

1. **Use the first three letters of the person's last name – 'JON'**
2. **The first three letters of the person's first name – 'GRA' and**
3. **The person's birth month (include zero for single digit months) – August**

The fictional young person's UI would become 'JONGRA08' i.e., every UI should include 6 letters and 2 numbers (8 characters)

The UI (rather than first and last name) will be used for all monitoring and evaluation information collected through the CoP, as well as through the external evaluation, such as interview data with young people.

All information shared with the CoP is governed by a Data Sharing and Privacy Agreement, developed between the Department of Communities, Anglicare WA and each commissioned provider. All data held by Anglicare WA is recorded and stored in line with the Commonwealth Privacy Act 1988, and Anglicare WA's Privacy and Client Records policies.

What Do We Want To Gather?

Stories and words (Qualitative)

Numbers (Quantitative)

Data over time to show a young person's journey (Longitudinal)

Data Summary Report

On the [Home Stretch WA website](#), a Data Summary Report is available, providing visualisations of a range of service information. This information is extracted from the data shared across the CoP.
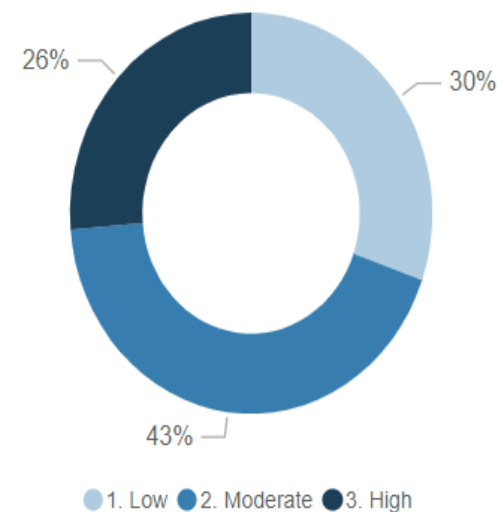
Examples include demographics of young people referred and onboarded, service engagement, Invest In Me Funding expenditure, Staying On Subsidies and Housing Allowance.
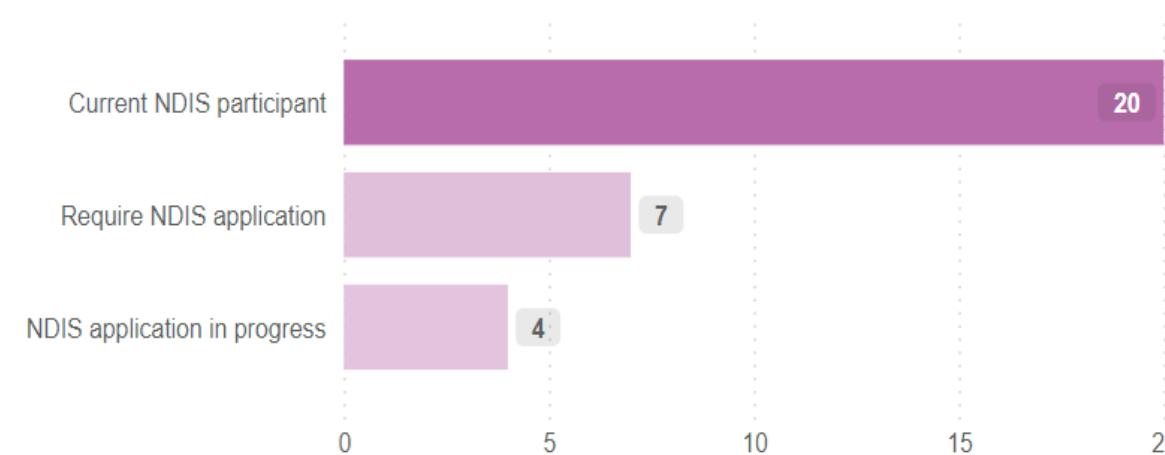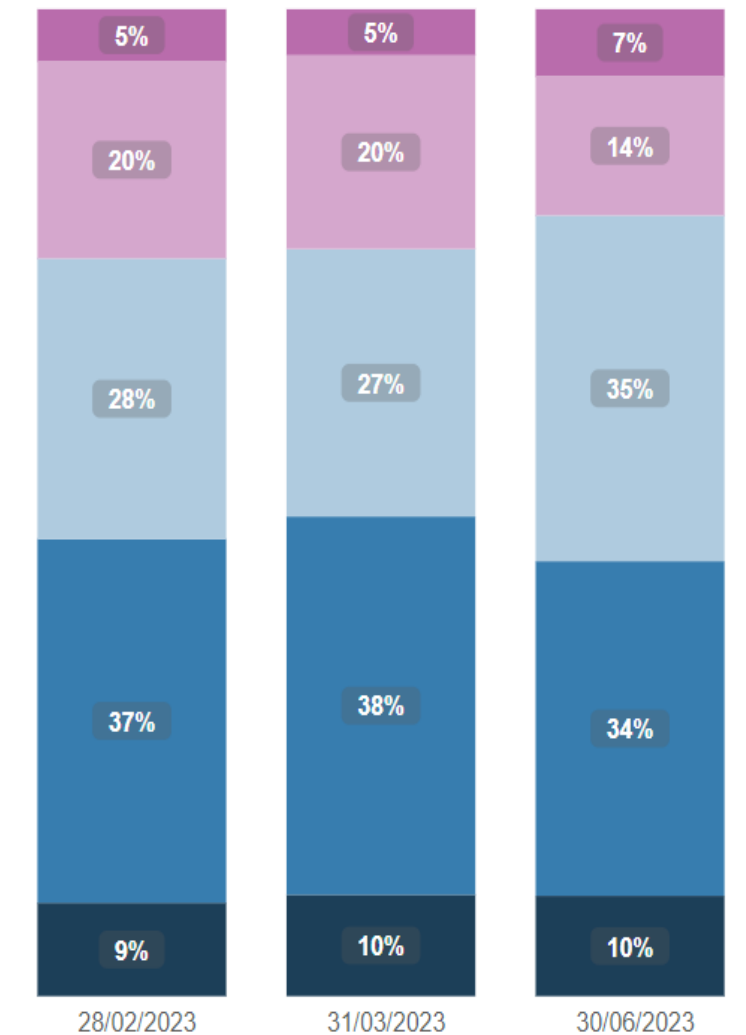
Service Tracking Tool

The Service Tracking Tool (STT) is an Excel spreadsheet developed between the CoP and Home Stretch WA providers to assist providers to run a comprehensive service and capture the agreed minimum data set of the statewide program.

The STT will enable providers to track and monitor a young person's journey from referral through the various program elements. It includes formulas and functions to reduce administrative burden and support providers to build confidence using data to guide and improve service delivery.

Providers populate the tool using information about young people and share a copy of the deidentified tool with the CoP quarterly. Providers may opt to not use the entire tool; however, the 1. Referral and Intake and 2. Transition Coach tabs are required along with the separate Invest In Me Funding (IIMF) and Change Story template.

This information will contribute to broader systems improvement, provide insight into service statistics, trends, opportunities, and risks. It is a critical element of evaluating the success of Home Stretch in WA.

If useful, the CoP will offer additional support for providers to understand and use this information within a Results Based Accountability (RBA) framework to drive continuous improvement. RBA is a simple, data-driven outcome measurement framework that enables services to measure their impact by gathering data to answer three fundamental questions:

1.   How much have we done?
2.   How well have we done it?
3.   Is anyone better off?

CoP Data Sharing Tools & Templates

Service Tracking Tool
1. Referral/Intake
2. Transition Coach Tabs

Invest In Me Funding (IIMF) and Change Story Template

Staying On Subsidies & Housing Allowance

The Department of Communities will be responsible for monthly data sharing with the CoP regarding Staying On Subsidies and Housing Allowance.

This will occur via the upload of the de-identified Service Tracking Tool to the Anglicare WA SharePoint site with the following completed tabs:

4. **Staying On Subsidies**
5. **Housing Allowance**

The Best Way to Share Data

- Always ensure to **remove the first name and surname** of young people from within **ALL the tabs** of the Service Tracking Tool

- Emails are not a safe way to share information within the Service Tracking Tool

- The CoP will provide the nominated data person for each provider with a secure link to a file located on the Anglicare WA SharePoint site

- Each provider will upload the files required for that data sharing date to the designated file instead of emailing

- The CoP can offer extra support if needed

Data Sharing Timeline

What is shared?	Covering until	Share by 5pm on	Share with
Brief service update	31 August 2023	Tuesday 5 September 2023	Home Stretch WA Project Team (Department of Communities)
1. Copy of Service Tracking Tool 2. Invest In Me Funding/ Change Story template	30 September 2023	Friday 6 October 2023	Community of Practice (Anglicare WA)
Brief service update	31 October 2023	Friday 3 November 2023	Home Stretch WA Project Team (Department of Communities)
Brief service update	30 November 2023	Tuesday 5 December 2023	Home Stretch WA Project Team (Department of Communities)
1. Copy of Service Tracking Tool 2. Invest In Me Funding/ Change Story template	31 December 2023	Monday 8 January 2024	Community of Practice (Anglicare WA)
Brief service update	31 January 2024	Monday 5 February 2024	Home Stretch WA Project Team (Department of Communities)
Brief service update	29 February 2024	Tuesday 5 March 2024	Home Stretch WA Project Team (Department of Communities)
1. Copy of Service Tracking Tool 2. Invest In Me Funding/ Change Story template	31 March 2024	Friday 5 April 2024	Community of Practice (Anglicare WA)

Data Sharing Timeline

What is shared?	Covering until	Share by 5pm on	Share with
Brief service update	30 April 2024	Friday 3 May 2024	Home Stretch WA Project Team (Department of Communities)
Brief service update	31 May 2024	Wednesday 5 June 2024	Home Stretch WA Project Team (Department of Communities)
1. Copy of Service Tracking Tool 2. Invest In Me Funding/ Change Story template	30 June 2024	Friday 5 July 2024	Community of Practice (Anglicare WA)
Brief service update	31 July 2024	Monday 5 August 2024	Home Stretch WA Project Team (Department of Communities)
Brief service update	31 August 2024	Wednesday 4 September 2024	Home Stretch WA Project Team (Department of Communities)
1. Copy of Service Tracking Tool 2. Invest In Me Funding/ Change Story template	30 September 2024	Tuesday 5 October 2024	Community of Practice (Anglicare WA)
Brief service update	31 October 2024	Tuesday 5 November 2024	Home Stretch WA Project Team (Department of Communities)
Brief service update	30 November 2024	Wednesday 4 December 2024	Home Stretch WA Project Team (Department of Communities)

External Evaluation

In addition to the above data sharing process across the CoP, Quantum Consulting are responsible for the below:

- Develop and implement an appropriate system-wide Monitoring and Evaluation Framework, including a separate Outcomes Measurement Tool
- Undertake a Process/Formative Evaluation of the program
- Undertake a Final/Summative Evaluation of the program

All the information shared will come together to tell an important story of the extent to which Home Stretch WA is meeting the needs of young people.

Contact Us

Email:
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Website:
https://www.homestretchwa.org.au/program-data