REPORTING STATISTICS FOR PANTRIES

FOODSHARE
In this Presentation:

• Why Foodshare collects statistics
• Which programs need to collect and report statistics
• What data needs to be collected?
• How and when you will report your statistics
  • New Tools for Collecting Data
  • New Tool for Reporting Data
  • New Timeline
Why Foodshare Collects Statistics

To tell the story of food insecurity in the Greater Hartford area.

We know how many in Hartford and Tolland County are food insecure—127,000 people.

What we do NOT know is how many are being reached... and to what extent.
Why does that matter?

Foodshare relies on accurate food distribution data from our partners for a variety of reasons:

• To evaluate how well we are doing as a food bank and as a network
• To report back to our donors how well we are doing as a network
• To be in compliance with our Feeding America Agreement
• To be in compliance with the State Department of Social Services for distribution of TEFAP, CT-NAP and CSFP products
What data needs to be collected?

1. The NUMBER of **UNDUPLICATED** INDIVIDUALS served EACH MONTH
   - Broken down by AGE
     - Children (0-17)
     - Adults (18-59)
     - Seniors (60+)

   **Unduplicated:** An actual count of individuals who are receiving or have received services. Each individual is counted one time in the month, regardless of how many times they receive services.

2. The NUMBER of MEALS (from **ALL sources**) you distributed in the month.

   **All Sources:** Please include all sources of food, including that which you receive from Foodshare, food drives, donations from stores as well as purchased food.
NEW TOOL for PANTRIES: STATISTICS LOG

• Hopefully makes the process easier for everyone
• Greater consistency in data collection = more accurate data
• Excel based with options
  • Print for paper version client check-in
  • Digital version for use at client check-in

* You are not obligated to use the new Statistics Log. If you have a way of collecting the necessary data as shown on these slides, please share your method with us.
The FOUR TABS of the Pantries Statistics Log
FOUR TABS

MASTER LIST tab:

This is the ONLY tab where you will ENTER ANY information.

This is where you will enter all of your client information collected on the Eligibility Forms. It is entered only ONCE per YEAR.

What you enter on the “Master List” tab will be reflected in the YTD People Totals tab and the YTD CTNAP Totals tab.
### FOUR TABS

<table>
<thead>
<tr>
<th>Print Version</th>
<th>2018 Master List</th>
<th>YTD People Totals</th>
<th>YTD CTNAP Totals</th>
</tr>
</thead>
</table>

**PRINT VERSION tab:**

This tab is READ ONLY.

Everything entered on the 2018 Master List Tab will automatically appear on the Print Version tab.

It is useful for programs that want to use a paper version at every distribution.
FOUR TABS

YTD People Totals tab:

This tab is READ ONLY. It contains locked formulas.

When you correctly enter your client information in the Master List tab, the required monthly statistics answers will magically appear in the **YTD People Totals** tab.

**Year to Date People Totals** tracks how many people you have provided food to, broken down by age group. It also calculates the amount of meals provided each month.
FOUR TABS

YTD CTNAP Totals tab:

This tab is READ ONLY. It contains locked formulas that are used by pantries distributing CT-NAP.
How to use the Pantries Statistics Log to collect and report monthly statistics
Enter your Client Data on the Master List tab

- Enter your client DATA from current TEFAP Eligibility Forms
- Add new names as clients are approved
- Be sure to enter the date that the application came in

TIP:
You will need to have a way to collect the age groups of all people in the household.
(TEFAP Eligibility form asks for total number in household, number of children, and number of seniors. You can use this information to calculate the number of adults.)
How to enter Client Data on the Master List tab

The next slides will show ALL Pantries how to Complete Columns B-M for each eligible household.

You will not need to enter this information again until the household recertifies.
### Entering Client Data on the Master List tab

**Columns B-J**

<table>
<thead>
<tr>
<th>Apellido / Last Name</th>
<th>Nombre / First Name</th>
<th>Numero / Street #</th>
<th>Calle / Street Name</th>
<th>Apt/Piso / Apt/Fl #</th>
<th>Ciudad / City</th>
<th>Codigo Postal / Zip</th>
<th>Telefono / Phone #s</th>
<th>Date of TEFAP/CTNAP form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hill</td>
<td>Sarah</td>
<td>100</td>
<td>Main Street</td>
<td></td>
<td>Hartford</td>
<td>06249</td>
<td>(860) 856-4347</td>
<td>8/6/2017</td>
</tr>
<tr>
<td>Smith</td>
<td>Paul</td>
<td>450</td>
<td>Woodland Ave</td>
<td></td>
<td>Bloomfield</td>
<td>06002</td>
<td>(860) 286-7680</td>
<td>10/11/2017</td>
</tr>
</tbody>
</table>

**Contact information** only needs to be entered once.

Tip: Sort Column J in chronological order to see which clients need to be recertified.

“Number of Families” will calculate automatically.
### Entering Client Data on the Master List tab

*Columns K-O*

**K** | **L** | **M**
--- | --- | ---

![Table]

<table>
<thead>
<tr>
<th>Adults</th>
<th>Kids under 18</th>
<th>Seniors 60+</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Enter the **NUMBER** of:
- Adults
- Kids
- Senior from this household
## Checking in Clients using the Statistics Log

*Columns U-AD*

Columns U-W and AD are LOCKED formulas. Do not attempt to enter data here, it will automatically update.

1. Scroll to find the correct week of the current month.
2. Enter a “1” if a member of the household received groceries that week.

<table>
<thead>
<tr>
<th>U</th>
<th>V</th>
<th>W</th>
<th>Y</th>
<th>Z</th>
<th>AA</th>
<th>AB</th>
<th>AC</th>
<th>AD</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Families Served:** 2  
**Total Visits:** 4  
**JANUARY 2017**

<table>
<thead>
<tr>
<th>Adults</th>
<th>Kids under 18</th>
<th>Seniors 60+</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total # of meals**

<table>
<thead>
<tr>
<th>WK 1</th>
<th>WK 2</th>
<th>WK 3</th>
<th>WK 4</th>
<th>WK 5</th>
<th>108</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>36</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>72</td>
</tr>
</tbody>
</table>

Do not attempt to enter data in the “Meals” column AD. It will automatically update.
Checking in Clients using the Statistics Log

<table>
<thead>
<tr>
<th></th>
<th>Adults</th>
<th>Kids under 10</th>
<th>Seniors 60+</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEBRUARY 2018</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MARCH 2018</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APRIL 2018</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MAY 2018</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WK 5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Meal Calculation Assumptions:
*It is assumed that each household receives food for 9 meals/person at each visit. (Three meals for three days.)*

**TIP:** If your pantry weighs the food each household receives, please ask for our Statistic Log Tool in the “POUNDS to MEALS” version.
Monthly Statistics Reporting

A link to a **Survey** will be emailed to you on the 25\textsuperscript{th} of every month.

It is imperative that we have the **correct email address** to send the link to.

Please make sure your email settings do not send the email to your spam box.

You will need your **FIVE digit Agency Number** to log in.

Statistics are due on the **15th of the next month**.
Using this tool to do your Monthly Statistics Reporting

The TWO Statistics Questions can be found on the YTD People Totals tab.

<table>
<thead>
<tr>
<th>Year</th>
<th>Adults</th>
<th>Kids under 18</th>
<th>Seniors 65+</th>
<th>Total # of meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>108</td>
</tr>
</tbody>
</table>

Here is the total number of meals distributed that month.

Here are the total number of (unduplicated) Adults, Children and Seniors for the month.
How to submit stats to Foodshare

A link to the Statistics “Survey” will be available on the Agency Shopping page beginning with the February 2019 statistics which are due March 15, 2019.

Please make sure that ONLY one PERSON from your organization submits the statistics each month.

You will need to know your Agency Reference number before you log on.
Remember: Statistics need to be submitted by the 15th of each month for the previous month.
Contact information

Paula Siebers  
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860-856-4323

Vinh Vuong  
Partner Programs Coordinator  
vvuong@foodshare.org  
860-856-4333