TIMING OF DATA COLLECTION

The timing of data collection depends on many factors including the evaluation question you're answering, the type of intervention you're evaluating, and the resources available to do the evaluation.

Some information needs to be collected on a regular basis and consistently whenever TA is delivered. This requires tools to be created to store the data. A simple Excel spreadsheet or even a table in Word can be created to keep track of this data. Reach data is often collected on an on-going basis as TA occurs.

- How often the TA is delivered
- To who is TA delivered
- Is the program satisfied with the TA

Other information may need to be gathered on an "as we can use" basis. This applies to specific evaluation questions about a specific TA question or need, the need to establish that a program or practice works better than another one, or to understand the impact around a crisis event. For example, this may include:

- quarterly survey to all TA recipients,
- success stories as they arise,
- bi-annual reflection points with TA team
- understanding what happened at a critical moment in the TA process