

SCHEDULE A2

Data and Evaluation Requirements for All Grantees

Schedule A2 outlines data and evaluation requirements for all grantees funded by the DVP.

A) Data management system

The DVP uses a data management system called Apricot to collect data from grantees related to service delivery and grant management. Requirements specific to use of Apricot are detailed below.

1. The Apricot Use Policy governs use of the Apricot data management system by DVP and grantee staff. This use policy is revised by the DVP and approved by the Oakland Privacy Advisory Commission and Oakland City Council on an annual basis. It is available on the DVP's website and in Apricot under *My Shared Files*. All grantee staff who have access to Apricot must read the user manual and sign a form in Apricot acknowledging that they understand it.
2. Grantee will determine which members of its agency or any sub-grantee agencies have access to Apricot to enter service data or perform grant management activities. Grantee will provide names and email addresses for authorized staff to the DVP, and DVP will create the appropriate user accounts. When a staff member with an Apricot user account ends their employment, Grantee must notify DVP staff as soon as possible so the individual's credentials can be revoked.
3. Grantee must not breach or attempt to breach the security of Apricot, modify or attempt to modify the system in any way, or share data entered into Apricot with unauthorized users. Grantee must immediately notify City of any unauthorized use of Apricot or any other breach of security that is suspected or known to Grantee.
4. Between the City and any third party, such as the Apricot system vendor and external evaluators, the City shall own all data entered into Apricot. Between the City and Grantee, Grantee owns its data and the City has permission to use Grantee's data for service coordination, monitoring, and evaluation purposes.

B) Data entry practices

Grantee is required to enter data into Apricot on services delivered to individuals and groups as part of their scope(s) of work, detailed in Schedule A3. Specific data entry requirements are outlined below.

1. Grantee must enter service data into Apricot using the forms identified for each scope of work in Schedule A3.
2. All forms must be completed in Apricot directly, with the exception of the **service notes** form and **group activity/event form**. Agencies that use another data management system for primary data entry and desire to upload service notes or hotline data into Apricot may do so using instructions and a data upload template available on the DVP's website and in Apricot under *My Shared Files*. In these situations, data must be sent to the DVP's data and evaluation staff at the end of each month for upload.
3. The DVP recommends that Grantee staff enter data as soon as possible following service delivery. At minimum, data must be entered for all direct service staff **once a month**.
4. Tables 1 and 2 identify whether individual data and group data are entered for each service. Tables 1 and 2 also identify whether grantee is required to enter personally-identifiable

information (PII) for individual services, which includes full name, date of birth, contact information, demographics, current housing information, current employment information, and current education information. The DVP **does not** collect any PII related to medical or mental health information that is protected by the Health Insurance Portability and Accountability Act (HIPAA). It also does not include immigration status or details on criminal history.

Table 1. Types of data entered in Apricot for services related to group violence.

Service	Are individual data entered?	Is PII required?	Are group data entered?
Adult employment	Yes	Yes	Yes
Adult life coaching	Yes	Yes	No
Emergency relocation	Yes	Yes	No
Family and victim support	Yes	Yes	Yes
Healing	Yes	Yes	Yes
Hospital-based intervention	Sometimes	Yes	No
Violence interruption	No	No	No
Youth diversion	Yes	Yes	No
Youth employment	Yes	Yes	No
Youth life coaching	Yes	Yes	No

Table 2. Types of data entered in Apricot for services related to domestic violence or commercial sexual exploitation.

Service	Are individual data entered?	Is PII required?	Are group data entered?
24-hour hotlines	No	No	No
Crisis response	Sometimes	No	No
Emergency shelter	Yes	No	No
Healing	Yes	No	Yes
Legal	Yes	No	No
Life coaching	Yes	No	No
Transitional housing	Yes	No	No

5. In situations when PII is not entered for individual services, either because of the type of service or because a minor's caregiver does not provide consent, Grantee must enter a unique identifier in the name fields, enter 1/1/1900 for date of birth, and enter the individual's correct age in the age field. Grantee must maintain a key linking unique identifiers to client names and dates of birth outside of Apricot. **This key will be viewed by DVP staff during the annual program review** and requested by external evaluators for participants who consent to having their PII shared for evaluation purposes.
6. DVP data and evaluation staff will host virtual trainings and provide written training materials that instruct grantees on how to enter data into each form correctly. Although it will be the responsibility of each agency to train new staff members during the grant term, DVP data and evaluation staff will be available to provide technical assistance when unique data challenges or needs arise.

C) Consent forms

1. Grantees that enroll individuals in services are required to provide a data and evaluation consent form to all individuals. Tables 3 and 4 identify the service categories for which consent forms are applicable. The consent form notifies participants that their data (including PII, if applicable) will be entered in Apricot for the purpose of effective service delivery. The form also allows participants to indicate whether they consent to having their data shared with an external evaluator for evaluation purposes. For minors, the consent form asks a caregiver

to indicate whether they consent to their child's PII being entered into Apricot and shared with an external evaluator.

Table 3. Consent form completion by service category for services related to group violence.

Service	Are consent forms completed?
Adult employment	Yes
Adult life coaching	Yes
Emergency relocation	Yes
Family and victim support	Yes – for individual services (not group services)
Healing	Yes – for individual services (not group services)
Hospital-based intervention	Yes – if individual agrees to case management
Violence interruption	No
Youth diversion	Yes
Youth employment	Yes
Youth life coaching	Yes

Table 4. Consent form completion by service category for services related to domestic violence or commercial sexual exploitation.

Service	Are consent forms completed?
24-hour hotlines	No
Crisis response	Yes – if engaged in ongoing services
Emergency shelter	Yes – if engaged in ongoing services
Healing	Yes – for individual services (not group services)
Legal	Yes – if engaged in ongoing services
Life coaching	Yes
Transitional housing	Yes

- Consent forms are available virtually at [this link](#) or in PDF form on the DVP website and in Apricot under *My Shared Files*. The virtual consent form can be translated into any language using website translation capabilities. PDF consent forms are available in English, Spanish, and Chinese.
- Grantee must document presentation of the consent form and participant response in Apricot. The DVP expects grantees to maintain a **90% completion rate** of consent forms within 30 days of participant enrollment in services.

D) Client exit surveys

- Grantees that deliver individual services will be required to administer an exit survey to participants when they complete services. The survey will ask clients about their experience receiving services and will assesses changes in participants' mindsets, behaviors, contexts, and support systems as a result of receiving services. These results will be critical in assessing the impact of services and the mechanisms by which services increase protective factors and reduce risk factors and outcomes such as victimization, perpetration, and incarceration.
- Surveys will be available in English, Spanish, and Chinese and will be linked to clients' Apricot IDs.
- The DVP will provide feedback to Grantees on survey results one a quarterly basis.

E) External evaluations

1. Grantee must participate in and assist with evaluations of funded services that are conducted by external evaluators hired by the City of Oakland. Evaluation activities may include site visits, surveys, focus groups, and interviews.
2. Grantee must respond to DVP staff and external evaluators regarding evaluation requests within five business days.
3. Grantee must provide unique identifier keys to evaluators for participants who agree to having their PII shared for evaluation purposes.