

# **Sample WtW Voucher Program Participant Survey Tracking Tool**

**Distributed during the Boston Welfare-to-Work (WtW) Voucher Workshop  
May 1, 2002**

## **INSTRUCTIONS FOR HOW TO BEGIN TO USE THIS BASIC TRACKING TOOL**

This program is not intended to provide a solution but rather to serve as one idea to begin your search for the tracking tool that meets your program's needs and your tracking objectives. This simple spreadsheet has been imbedded with formulas to help you begin to explore the design of a spreadsheet tracking tool. We hope that you will find the tool useful.

### **For this tool to work best, please follow these basic rules:**

1) DO NOT ever delete or move the sheets titled "start" and "end". The formulas in the summary sheet use these sheets as reference points. The tool's ability to aggregate all survey answers will be lost if these sheets are moved or deleted.

2) Also, do not delete or type over the cells in the summary sheet. If you scroll through the cells in this sheet, you will see formulas that contain commands to aggregate the data in your subsequent sheets.

3) In this file, you currently have 7 empty sheets to begin using this tool (see tabs along the bottom of the screen). Each tab or "sheet" represents a record for each survey.

4) You can add additional sheets by doing the following:

\*\*Right-click your mouse on a tab for one of the data-entry sheets

\*\*Select "move or copy" from the drop-down menu

\*\*Select the box that reads "Create a copy" then in the white box above, highlight the location where you would like your new sheet to appear. Click OK at the bottom of that menu.

5) So that this tool can tabulate responses from the survey, enter a "1" for affirmative survey responses in the appropriate cells.

*\*\*\*\*\* Remember! This is just one idea. Tracking tools can be very sophisticated. Observe how others are tracking their WtW voucher clients and other program information. Ask what types of software other programs are using and how much time and money was invested into the design, data entry, reporting, and maintenance of that data. Be sure to design a tracking tool that meets your needs, time, and budget!*

**BOSTON HOUSING AUTHORITY**  
**(Welfare to Work Voucher Program)**  
**Participant Surveys: Summary**

Total number of surveys returned (this number is obtained through a hand-count)

Number of surveys in this database **7**

Jan-Dec 2002	Number	% of Total	
<b>EMPLOYMENT by Head of Household</b>			
Full-time 32+ hours/week	0	0.0%	% of entire survey population
Part-time	0	0.0%	
Not Employed	0	0.0%	
Length of time at current job (in months)	0	0.0%	
Receive Health Benefits at Current Job	0	0.0%	
Receive Retirement Benefits at Current Job	0	0.0%	
Do Not Receive Any Benefits at Current Job	0	0.0%	
<b>EDUCATION</b>			
<b>Highest degree obtained by head of family is:</b>			
Some college, associates or advanced degree	0	0.0%	% of entire survey population
High school diploma/GED or equivalent	0	0.0%	
No high school diploma	0	0.0%	
Head of Family in High School/GED program	0	0.0%	% of entire survey population
Head of family in college	0	0.0%	
Head of family in training program*	0	0.0%	
Unemployed and not enrolled in school or training	0	0.0%	
<b>ASSISTANCE RECEIVED BY FAMILY</b>			
TANF	0	0.0%	% of entire survey population
General Assistance	0	0.0%	
Food Stamps	0	0.0%	
Medicaid/ Children's Health Insurance Program	0	0.0%	
Earned Income Tax Credit	0	0.0%	
<b>FAMILY RECEIVING CHILDCARE ASSISTANCE</b>			
<b>FAMILIES IDENTIFYING ADDITIONAL SERVICES NEEDED</b>			
GED	0	0.0%	% of entire survey population
High School	0	0.0%	
Post-Secondary/College	0	0.0%	
Vocational/Job Training	0	0.0%	
Job Search/Job Placement	0	0.0%	
Job Retention	0	0.0%	
Transportation	0	0.0%	
Health Services	0	0.0%	
Alcohol/Drug Abuse Services	0	0.0%	
Mentoring	0	0.0%	
Homeownership Counseling	0	0.0%	
Individual Development Account	0	0.0%	
Childcare	0	0.0%	
<b>FAMILIES IDENTIFYING ADDITIONAL SERVICES RECEIVED</b>			
GED	0	0.0%	% of entire survey population
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Post-Secondary/College	0	0.0%	
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Job Retention	0	0.0%	
Transportation	0	0.0%	
Health Services	0	0.0%	
Alcohol/Drug Abuse Services	0	0.0%	
Mentoring	0	0.0%	
Homeownership Counseling	0	0.0%	
Individual Development Account	0	0.0%	
Childcare	0	0.0%	
<b>METHOD OF TRANSPORTATION TO WORK</b>			
MBTA (T/bus)	0	0.0%	
Drive	0	0.0%	
Carpool	0	0.0%	
Walk	0	0.0%	
Other	0	0.0%	

**Boston Housing Authority  
(Welfare to Work Voucher Program)  
Participant Surveys: Summary**

<b>Cleint name or number:</b>	
ENTER THE VALUE "1" HERE (this talleys all surveys into our summary sheet)	1

Enter a "1" in the corresponding box if survey answer is affirmative

Jan-Dec 2002	Yes
<b>EMPLOYMENT by Head of Household</b>	
Full-time 32+ hours/week	
Part-time	
Not Employed	
Length of time at current job (in months)	
Receive Health Benefits at Current Job	
Receive Retirement Benefits at Current Job	
Do Not Receive Any Benefits at Current Job	
<b>EDUCATION</b>	
<b>Highest degree obtained by head of family is:</b>	
Some college, associates or advanced degree	
High school diploma/GED or equivalent	
No high school diploma	
Head of Family in High School/GED program	
Head of family in college	
Head of family in training program*	
Unemployed and not enrolled in school or training	
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TANF	
General Assistance	
Food Stamps	
Medicaid/ Children's Health Insurance Program	
Earned Income Tax Credit	
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Other	

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