COMMUNITY CHECK BOX
EVALUATION SYSTEM

Frequently Asked Questions

What is the cost?
The cost depends on the scope of the project. The base cost for the technology is a one-time $1,850 set up fee to customize the system for client's needs, $1,850 annual hosting fee (per site), and additional resources to support desired levels of technical assistance/ quality assurance of the data. Contracts typically start at about $5,000 on the light end and scale up for more intensive supports, depending on project scope. We can tailor services and supports to match available resources.

Can I schedule a demo?
We would be happy to schedule a personalized demo to learn more about your needs and discuss how Community Check Box can help your initiative document its collaborative efforts. Please call 785-864-0533 or email toolbox@ku.edu to schedule.

How many users can we have?
There is no set limit to the number of users per site. Increased numbers of site users may affect resources required for adequate training and technical assistance.

Can parts of the site be public and other parts of the site password protected?
Yes. Differential permissions can be assigned to different parts of your site. Access can be assigned at different levels, e.g., read only, edit, full control.

Can users edit others' data?
The system provides the flexibility to assign permission as you deem appropriate. Permissions can be assigned so users may only edit their own data if desired.

How many communities are using this system?
Hundreds of communities have used this system to support documentation and evaluation of their efforts. These include local initiatives, state-wide efforts, grantees, and national and international programs.

Who enters the data?
It is best when people closest to the work enter the data, but other designated staff or volunteers knowledgeable of efforts can also enter the data.

What training is needed?
Those entering data will need training on how to document and code their accomplishments. Training on use of the system is also available. KU Center for Community Health and Development staff can provide all training or a train-the-trainer approach can be employed.

Are there "dashboard" features for visual display of progress?
Yes, dashboard pages can be customized to show graphs and other data to provide a visual display of your progress.

Where are the servers hosted?
The servers are securely hosted by the University of Kansas Information Technology department.

I am an evaluator. Can I use the Community Check Box with my clients?
Yes, the Community Check Box Evaluation System is available for use by evaluators with their clients. The KU Center for Community Health and Development can contract with the evaluator or with the evaluation clients for use of the technology.

Can your system track individual-level data?
Yes, the system can collect and track individual-level, de-identified data.

Who owns the raw data collected and stored in the system?
All data is owned by the client.

Will we be able to pull data from our site for analysis on demand?
All data can be exported any time into Excel for further analysis.

What is the cost for ongoing technical support (e.g., "how do I ..." or "I can't log in" questions)?
Up to ten hours of technical support is included in the cost of the Community Check Box annual hosting fee. If additional training or technical support is desired, that can be arranged at a rate of $60 per hour.

Can additional sites be added at a future date?
Yes, additional sites can be added as needed; hosting fees will be prorated.

What happens to the data collected in the Community Check Box when our contract ends?
All data collected in the Community Check Box is easily exportable into Excel and is the property of the client.

What are the steps for getting my Community Check Box Evaluation System set up?
Experienced staff will share a template that can be completed for your initiative's effort. If desired, our staff can provide consultation on development of the evaluation and evaluation questions. Once the questions to be asked within the Community Check Box have been decided upon, our technical staff will set up your customized site.

How quickly can my site be set up?
Once the initiative's stakeholders agree upon questions to be answered by the system, the Community Check Box Evaluation System can typically be set up within three working days.

Is my initiative ready to use the Community Check Box?
It may be helpful to reflect on the following:

- Are there stakeholders who care about the success of the initiative?
- Is there a framework/ logic model (or evaluation plan) that provides clear markers of success (e.g., intermediate, longer-term outcomes)?
- Can the CCB replace or inform requirements for reporting?
- Is there sufficient funding and enough time for the effort to be successful?
- Is there sufficient access to the internet for people who will enter data?
- Are there people (knowledgeable about what is happening) who will do the work of entering data into the CCB?
- Is there a commitment to build capacity of partners to be successful in improving their efforts?
- Is there an interest in engaging in co-learning among partners?

To learn more about a Community Check Box for your initiative, please contact toolbox@ku.edu or (785) 864-0533.