

# Pēpi-Pod Data Entry System

System for managing forms and entering data for providers of the Pēpi-Pod® Programme

## About the database

The national database for the Pēpi-Pod® Programme captures programme information on distribution, follow-up and user feedback. This formation is collected on standardised forms and entered locally by programme providers into the electronic database. The database is maintained by Change for our Children Limited and summary reports are sent quarterly to partner agencies in the first week of January, April, July and October. An annual analysis is undertaken, and the collective data reported In February/March of each year.

## Purpose

Data describe the programme and give a value to the work involved in delivering the programme. They support reporting to managers and funders. Data provide answers to the questions:

- ▶ Are sleep spaces going to appropriate / more vulnerable babies?
- ▶ Has the programme been provided as intended by distributors?
- ▶ Are sleep spaces acceptable to whanau/ families?
- ▶ Do families apply the recommended 'safe sleep' and 'strong baby' practices?
- ▶ Are recipient babies better protected from sudden infant death?
- ▶ Do recipients help spread safe sleep education to others in their networks?

## Managing forms and data entry

Distribution and follow-up information is collected at two different times, but entered together onto one e-form. If unable to contact for follow-up **after 3 attempts** and **within 4 weeks of issue**, close off and enter the data you have. If you do make contact after this, complete a feedback form instead. Feedback information is usually collected after about 8-10 weeks of use and is entered separately. Below is a simple **3-folder system** to manage data entry and link in with reporting.

