

YouthREX Data Inventory Template

Source ID	Name	Data Source	Data Type	Data Format	Location of Data	Purpose and Use of Data	# Completed/ Participated	Priority for Analysis	Additional Notes
Examples									
YSS	Youth Satisfaction Survey	End of Program Questionnaire	Quantitative	Paper	Manger's Office Filing Cabinet	Program monitoring and improvement	19	Medium	
PD	Participant Demographics	Intake/membership form	Quantitative	Electronic	Salesforce	Understanding program reach, reporting to funders	34	High	

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YouthREX Data Inventory Template: Overview and Description

Use this template as a starting point for your organization

Term	Description
Source ID	A unique code that can be used to identify the data source and type. This code can be used during data input (e.g., Youth Satisfaction Survey (ID: YSS) may have 10 questions; thus, can be labelled as YSS1-YSS10 when inputting data into management and/or analysis file
Name	Plain language name of the data
Data Source	Where is the data coming from (list name of source; where the data is generated)
Data Type	Types of data gathered from the data (e.g., quantitative, qualitative, both)
Data Format	The format/way in which the data are collected (e.g., hard copy paper, electronically via surveymonkey, audio file saved as mp3)
Location of Data	Physical and/or virtual location of data
Purpose and Use of Data	Brief explanation of why and how the data will be used; link to evaluation question and/or type of evaluation (e.g., process, outcome) if possible
# Completed/Participated	The number of participants who have completed or were involved in the data source to date (e.g., 8 youth engaged in a focus group, 17 staff completed a program quality measure, 23 youth completed a well-being scale at program end)
Priority for Analysis	The level of importance for the data to be analysed. Data can be considered Low, Medium, or High based on a number of factors including, evaluation questions, reporting requirements to stakeholders, type of data (e.g., quantitative or qualitative), number of respondents for the data
Additional Notes	Any additional and relevant information to this source of data (e.g., first time using the satisfaction questionnaire vs. fifth program cycle; 5 youth still to complete end-of-program survey)

Other columns may be added to the file based on relevance and importance to your organization.

For example:

- Data Owner
- Respondent (e.g., who will complete/provide the information needed)
- Person responsible for data collection
- Retention Policy
- Consent/Assent Required and/or Attained?
- Does the data include confidential information? Were the data anonymized