

Descriptions of Data Elements in Congregation Health Ministry Program Report

This companion guide is to assist you in completing the monthly data reports. This sheet provides you with descriptions for the various data elements on the program report and is meant to help you clarify questions you may have while completing the report. Please feel free to e-mail Lesli Vaughan at vista@wesleyseminary.edu or call her at Wesley Theological Seminary's Heal the Sick program at 202-706-6839 with any questions.

By completing the report, you are helping to show the impact of health ministry on congregational and community health. Consider this to be a regular prayerful exercise in reflecting on how and where your health ministry is meeting needs and where there is a need for more training, resources, etc. Do your best to complete each section and include as much detail as possible so we can achieve a greater understanding of your activities.

Collecting this information is beneficial because it provides an account of activities to your congregational leadership, allows you to understand the scope of your work, and the impact you make on the health of your community, and could justify budgeting for a health ministry.

Completing the Monthly Report can be done two ways: by completing the Word document or Excel spreadsheet.

We prefer the Excel spreadsheet because:

- it prevents error in us transcribing the information
- it is in an electronic format
- it helps you to keep track of your activities over the long term
- it allows you to capture and input multiple activities/events in the form at once

Explanation of the Data Elements in the monthly report:

Health Advocate(s)/ Faith Community Nurse(s): List the names of your health and wellness ministry team members (faith community nurses, health ministers, volunteer visitation leaders, lay health ministers, health advocates, etc.) who are completing the report. If a congregational team has several members, please have each member complete a report. You can try assigning one person the role of compiling all of data from all members and submitting one cumulative report for your congregation.

Numbers of Individual Contacts: Total: _____ Total Number of individual interactions and/or contacts your health ministry team members have in the entire calendar month. Each team member completes this and then one person can compile a cumulative report.

Men _____ Women _____ Children _____
Congregation Member _____ Community Neighbor _____
Ages: ___ 0-12 ___ 13-17 ___ 18-30 ___ 31-50 ___ 51-65 ___ 66-80 ___ over 80

These data elements are a subset of the “Numbers of Individual Contacts Total.” Complete these so you can get an idea of the various demographics you are serving. Include one answer for each demographic subset.

Presenting Concerns in Individual Contacts:

<u>Psychosocial/Spiritual</u>	<u>Health-related Behaviors</u>	<u>Physiological</u>	<u>Environmental</u>
___spiritual	___diet/nutrition	___cancer	___finances--aging
___grief/loss	___weight loss/gain	___diabetes	___finances--non-aging
___transitions, aging	___medications	___heart	___living arrangements
___hospitalization	___substance abuse	___arthritis	___safety
___parenting	___exercise	___respiratory	___other _____
___relationships	___gen. health/wellness	___pain	
___other _____	___other _____	___other _____	

Indicate the number of people you served who experienced each of these presenting concerns. If an individual presents with multiple concerns, all of the concerns can be included in the aggregate data.

Referrals to: ___Clergy Staff ___Health Care Provider ___Community Resources ___Cong. Resources
 # Referred from: ___Clergy Staff ___Cong. Member ___Health Care Provider ___Health Facility ___Self

These data elements look at the flow of outgoing and incoming referrals to and from congregations. # Referrals has several data components. When making referrals, health ministry team members may refer someone to a Clergy Staff person (pastor, youth minister, social justice minister, etc), a Health Care Provider (any medical person in hospital, primary care, clinic, etc), Community Resources (social service agency, such as Catholic Charities, etc), or Congregational Resources (congregational programs or activities such as youth ministry, loss and bereavement, care and concern, etc.) When receiving referral, health ministry teams may receive a referral from clergy staff, congregational member, health care provider, health facility, or from yourself.

Sites of Individual Contacts:

SITE OF SERVICE	#	# Referrals	Comments/Results of Contacts
Home			
Hospital			
Nursing Home			
Health Office			
Telephone			

E-mail			
Other			
TOTAL			

This section covers your interactions with individuals on a one on one basis or when a member of the health ministry team helps a specific individual. This does not include screening events, group activities, etc.

: The number of people with whom you had contact, helped, served, etc

Referrals: The number of people you referred to other services, like those listed in the previous section

Comments/Results of Contacts: A description of the interaction with the individual and what you did, the service you provided, the referral you made, the resources you connected them to, etc

HM EVENTS	Event Details
Name of Event	
Brief Description	
Dates/Times of Event	
Place of Event	
Target Audience	
Sponsoring Organizations of Event/Activity	
Event Contact Person's e-mail and phone	
Send flyer with these details with report, if possible	

This section includes information about health minister events you and/or your health ministry are providing or involved in. **** Please complete one of these for EACH event you are holding. *****

Name of event: The name of the event helps us understand the audience you are trying to reach.

Brief Description: Describes the event and goal of the event

Dates/Times of Event: One Time Event, A series of events, Be specific

Place of Event: Include whole address with street address, city, state, and zip code

Target Audience: youth, seniors, adults, teens – please list all

Sponsoring Organizations of Event/Activity: Your faith community/groups of congregations, government, nonprofit, etc

Event Contact Person's e-mail and phone: Main contact to register and/or answer questions about event

Group Contacts: Screenings

Type	# Screened	Age Range	# Abnormal

This section includes screenings you and/or your health ministry provided or coordinated.

Type: The kind of screening (i.e. blood pressure, HIV/AIDs, etc)

screened: How many people participated

Age range: the approximate age range of participants

Abnormal: The number of people whose results were outside of the healthy range, tested positive for a disease, etc (if known).

Group Contacts: Education/Support Groups/Healing Services

Event/Topic	# Participants	Age Range	Comments

This section includes contacts with people in group settings, including support groups and educational programs.

Event/Topic: A description of the event

Participants: the number of individuals who attended

Age Range: the approximate age range of participants

Comments: Special notes relevant to the event

Activities: ___ Bulletin/Newsletter ___ Bulletin Board ___ Pamphlet Display ___ Meetings ___ Other

This section asks you to mark any of the above activities you coordinated, lead, assisted with, and/or planned.

What I did for self-care:

This section asks for a description of any activities you did for self care, i.e. theological reflection, relaxation techniques, exercise, counseling.

Any additional support/ training needed:

This section asks for what additional support or training you need for your congregation or yourself to meet the needs of the congregation. For example, you are seeing numerous people who need health insurance. You may need help contacting a health navigator to come to your congregation.

Narrative or Stories of Health Ministry Impact (impacting individual or social poverty)

This section asks you to reflect on how God is working in your life and your ministry. Please do not use real names in these stories so that we may protect the identity of the people served. We are grateful for you sharing these stories.