

CODE KEY for FAST® at Home

DIRECTIONS FOR COMPLETING THE CODE KEY

The “Code Key” is the master list of Family IDs and family names. The Code Key is how Families & Schools Together, Inc. determines which families graduated from FAST® and which surveys to include in the data analysis. It is very important that the Code Key be completed properly and fully.

How to use the Code Key:

1. Record the Family ID. Many sites use consecutive numbers, but you can design your own code so long as each family’s code is unique. Make sure each family knows their Family ID code. We use codes to preserve anonymity. The survey will ask for the code.
2. Record the parent name by the corresponding Family ID on the Code Key. Since FAST at Home can be implemented with all the children in the home, you don’t need pick out one FAST child on this form.
3. Record the date each family engaged their first FAST Session.
1. Using your team’s weekly tracking sheets, tally the number of weeks each family engaged in FAST activities and record it.
2. If your site includes pictures of families in your program, you need to collect a signed media consent form. The code key has a place to record if a media consent was signed.
3. The completed Code Key must be returned to Families & Schools Together before we can complete the report. The information on this sheet is necessary for processing your data into a report. You have the option of scanning the code key and emailing it to splisch@familiesandschools.org, or mailing it to Families & Schools Together, Inc., 2801 International Lane Suite 212, Madison, Wisconsin USA 53704.

Family Pictures

You have the option of sending us family pictures to include in your final report. Pictures are a wonderful way to capture the FAST experience and communicate it to funders and stakeholders.

Please follow these directions if you plan to send us pictures:

1. Be sure to get a signed media release for each family who agrees to be photographed.
2. Please do not send us pictures of any families who have not signed the media release.