

**Summary of Sleep Safe data collection, progress reporting, and other forms found in the *Forms/Data Guide(7/08)***

	<b>Form/File</b>	<b>Comments</b>
1	Sleep Safe Smoke Alarm Tracking Instructions  File name: <i>SS tracking instructions</i>	Step by step instructions in how to open and use smoke alarm tracking sheets.
2a	Sleep Safe Smoke Alarm Tracking Sheet  File name: <i>Smoke alarm tracking.pdf</i>	Form used to track smoke alarm information during initial and follow-up home visits. Keep these sheets on file at Sleep Safe site; the information will need to be entered into progress reports. <ul style="list-style-type: none"> <li>• Use these forms at the home to enter smoke alarm data, then hand tabulate the data from these sheets, and enter in Progress Reports.</li> <li>• This form replaces the individual home "Smoke Alarm Installation Sheet Combined" forms</li> </ul>
2b	Sleep Safe Smoke Alarm Tracking Sheet Excel Program  File name: <i>optional-SS tracking.excel</i>	Smoke Alarm Tracking Sheet data can be entered into this <b>optional</b> Excel spread sheet to automatically tally summary information for Progress Reports.
3	RS SS Reporting Instructions  File Name: <i>Ride Safe-Sleep Safe reporting instructions</i>	Step by step instructions in how to open and use the mid year and final progress report PDF files.
4	Progress Reports  File Names: <i>Sleep Safe midyear progress report 08-09</i>	Used to record data from Sleep Safe Smoke Alarm Tracking Sheets and activities conducted at the site. Information from the Progress Reports should be entered into the PDF files by the following dates: <ul style="list-style-type: none"> <li>• December 31, 2008: <b>SS Mid-Year Progress Report</b> describes progress during 8/1/08 – 12/31/08</li> </ul>

	<i>Sleep Safe final progress report 08-09</i>	<ul style="list-style-type: none"> <li>June 30, 2009: <b>SS Final Progress Report</b> includes progress to date for project (8/1/08 – 5/31/09)</li> </ul> <p>Note: Fillable PDF files replace the Survey Monkey program. These files allow you to enter data, print, save, and email your reports to Rob Morones, the data coordinator.</p> <p>Note: these files require the free Adobe Acrobat Reader software. Instructions for downloading this software are provided in the RS SS Reporting Instructions file.</p>
<b>Advanced Data Options</b>		
	<b>Form/File</b>	<b>Comments</b>
1	Smoke Alarm Installation Sheet Combined	This form collects data on the home's smoke alarms – if they are present and working, and how many smoke alarms were installed during the home visit. Data from these forms can then be entered into the optional Excel tracking program.
2	Intro.Excel tracking and PivotTable	Introduces the new advanced Excel smoke alarm tracking program.
3	SAtack_Instructions	Step by step instructions in how to use the new Excel smoke alarm tracking program to enter data. <ul style="list-style-type: none"> <li>Choose either Version 2003 or 2007</li> </ul>
4	PivotTable_Instructions	Step by step instructions in how to analyze data entered in the new Excel smoke alarm tracking program. <ul style="list-style-type: none"> <li>Choose either Version 2003 or 2007</li> </ul>
5	Smkalmtracking.xls	Excel program for advanced data entry and analysis.