Regional Partnership Coordinators

- **Mallory Stewart-Linn and Benton**

- **Hailey Carr-Cedar, Iowa, Johnson, Jones, and Washington**

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When are Stats due?

- Stats are due on a monthly basis.

- All statistics are due by the 5th of the following month you are reporting for.

- Ex: It's July 1st and I need to report numbers for June. I have until July 5th to report my June statistics before they are considered late.

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The Why:

- WE want to know about the work you are doing and the impact you are making!

- Your numbers support grants that provide you with reduced-cost, purchased food.

- The numbers reported help determine how much product we are allotted from the USDA (TEFAP Product) to distribute to our TEFAP partners.

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The Why:

- Your numbers help us illustrate the impact your work has made to our Board of Directors and our donors.

- Your numbers help us assess trends so we can better plan and work to meet the needs of the communities we serve.

Reporting Changes

	BackPack	Meal and Onsite	Pantry	Combination Meal and Pantry Sites
Duplicated Pantry Individuals			X	X
Duplicated Pantry Households			X	X
Unduplicated Pantry Individuals			X	X
Total Number of Individuals (Duplicated individuals)	X			
Duplicated Total Meals	X	X		X
Unduplicated Pantry Households			X	X

We have streamlined across all agency types, what numbers we are asking to be reported. The "X's" indicate what you will see when you report your statistics.

Choose your Adventure

- If your program is identified as a Backpack Program, please continue to slide 8.

- If your program is identified as a meal *only* program or an onsite program, please continue to slide 9.

- All other agency types, please continue to slide 10.

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How To's Backpack Statistics

Calculate Total Number of Individuals

- The maximum number of students enrolled in the backpack program that month.

Calculate Total Meals

- Total number of bags that went home that month.

*This is all you need to know. Please take the quiz at the link below.

BackPack Review

How To's: Meal *Only* and Onsite Programs

Calculate Total Meals:

Total up how many meals left your kitchen during the month. That is your total meals.

*Daycares, residential facilities, camps: Include snacks served in your meal totals.

*This is all you need to know. Please take the quiz at the link below.

[Meal Only Review](#)

Definitions

Households-Each unique house and it's individuals regarded as a unit, that utilized your program that month. This means there can be multiple households inside one home.

Ex: Husband and wife own a home. Husband's mother and father also live in that same home. Husband and wife are one family unit/household. The mother and father are a second family unit/household. Two households total at one address.

Individuals-Total number of people in the household unit.

Ex: Susie came to pick up food for herself (1)+her spouse and three children (4). The total number of individuals is five.

Unduplicated-Count only once no matter how many times they accessed the program during the month.
If you are open monthly you will only calculate unduplicated numbers.

Duplicated-Count each time they accessed the program each month.

Total Meals-How many total meals left your kitchen that month.

Definitions

Unduplicated Households-How many unique household units utilized your program at least once in the last month.

Duplicated Households-How many times the household unit visited in the last month. Think total number of visits.

Unduplicated Individuals-Total number of people in each unique household unit that visited your program this month.

Duplicated Individuals-The number of unduplicated individuals for the unique household unit multiplied by the number of times that unique household unit visited your program.
Total number of individuals is the same as duplicated individuals.

Why do we Have to Track Duplicated and Unduplicated?

Knowing the unduplicated numbers allows us to get a picture of:

- How well we are meeting the need in our service area.

- Ex: If there are 30,000 people who are experiencing food insecurity but we are only reaching 10,000 people, we need to adjust our services and figure out how to get to the people we are missing.

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Why do we Have to Track Duplicated and Unduplicated?

Knowing the duplicated numbers allows us to get a picture of:

- How many of those identified people or households are returning to our partners throughout the month.

- Ex: If we know there are 30,000 individuals experiencing food insecurity in a county but we are serving 60,000, it illustrates that households are needing to use these services more than once a month to get their needs met.

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Unduplicated Numbers

How To's: Unduplicated Numbers
Calculating _Unduplicated_ _Households_

Household	Number in Household	Week 1	Week 2	Week 3	Week 4	Number of Visits	Duplicated Individuals
Rachel	1	X			X	2	2
Ross	2		X	X		2	4
Joey	4	X	X			2	8
Chandler	1	X				1	1
Gunther	5					0	0
Monica	3	X		X	X	3	9
Phoebe	4	X		X		2	8
Janice	2					0	0
Ursula	2					0	0
Total: 6	Total: 15						Total:32

Count all the household units that have at least one "X" for the month. Each name represents a unique (unduplicated) household unit. Six names with at least one "X" equals six unduplicated household units.

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How To's: Unduplicated Numbers

Understanding *Unduplicated Households*: Let's meet our friends Rachel, Ross, Joey, Chandler, Monica, and Phoebe. Now, imagine that each individual friend below represents a single household unit...
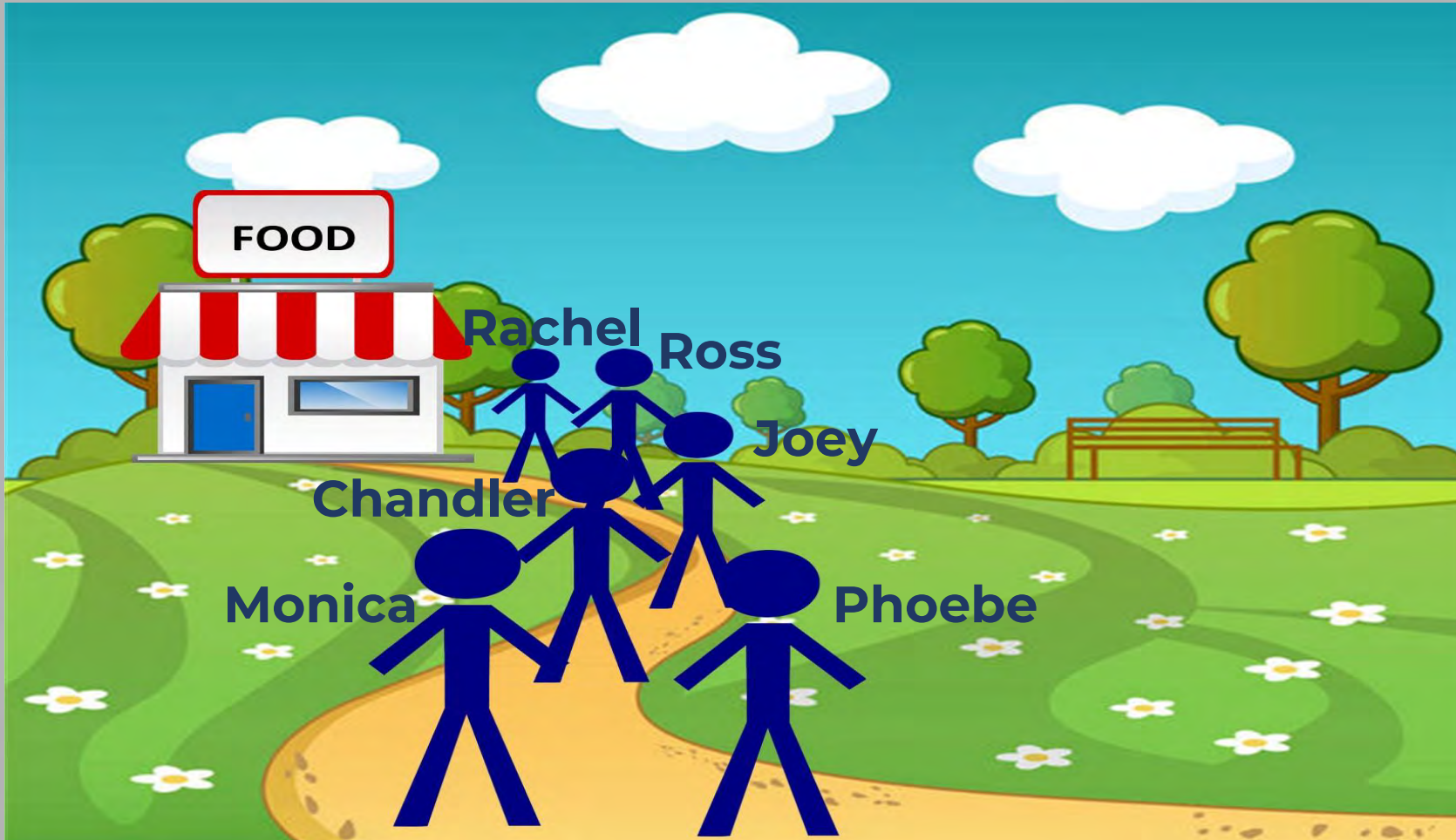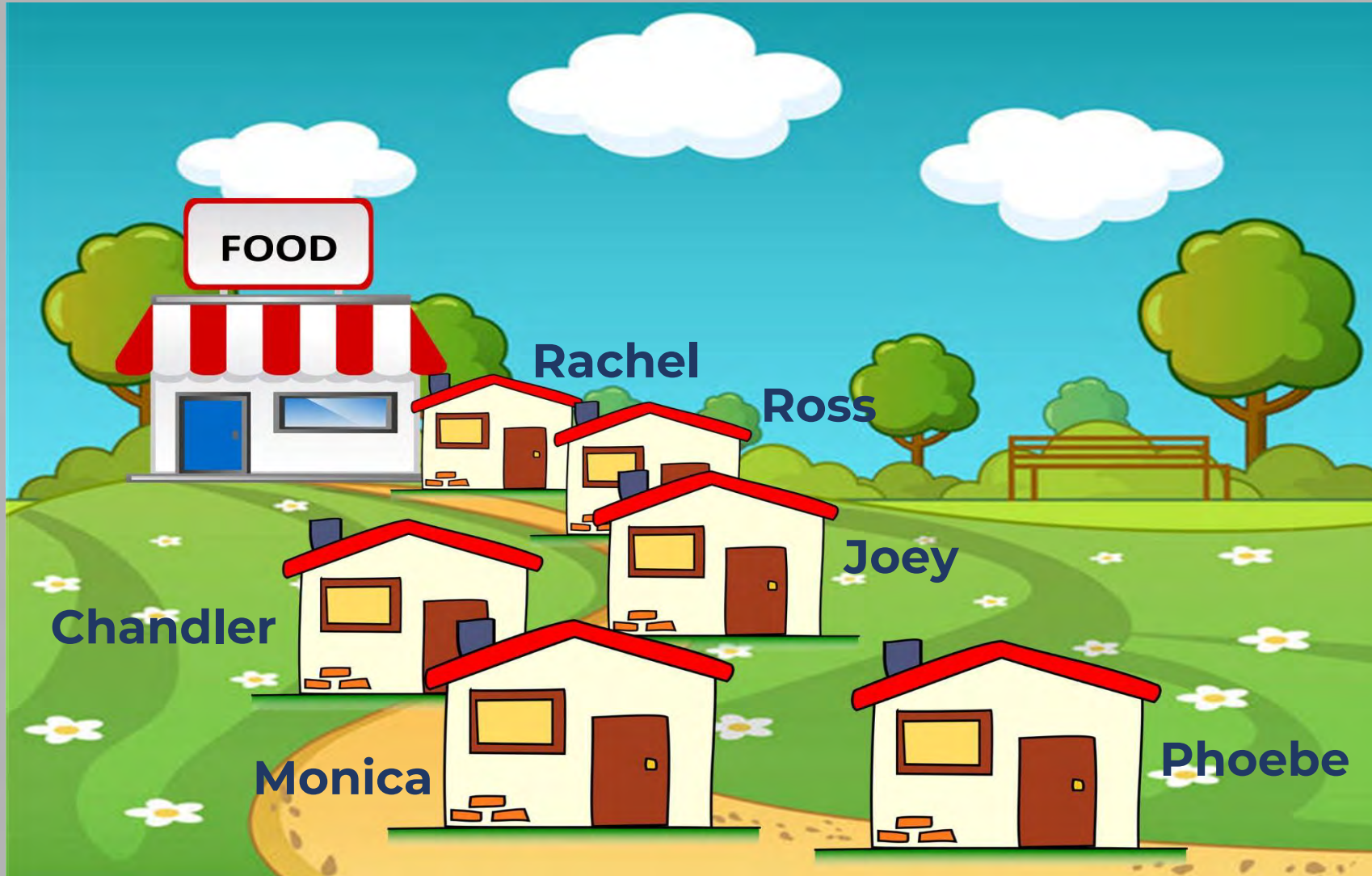
How To's: Unduplicated Numbers
It might look a little something like this:

How To's: Unduplicated Numbers

The *initial* visit each house makes to your site this month, will count towards your *unduplicated* households. In this example, this is every house's initial visit.

6 houses= 6 unduplicated households

FOOD

Rachel
Ross
Joey
Chandler
Phoebe
Monica

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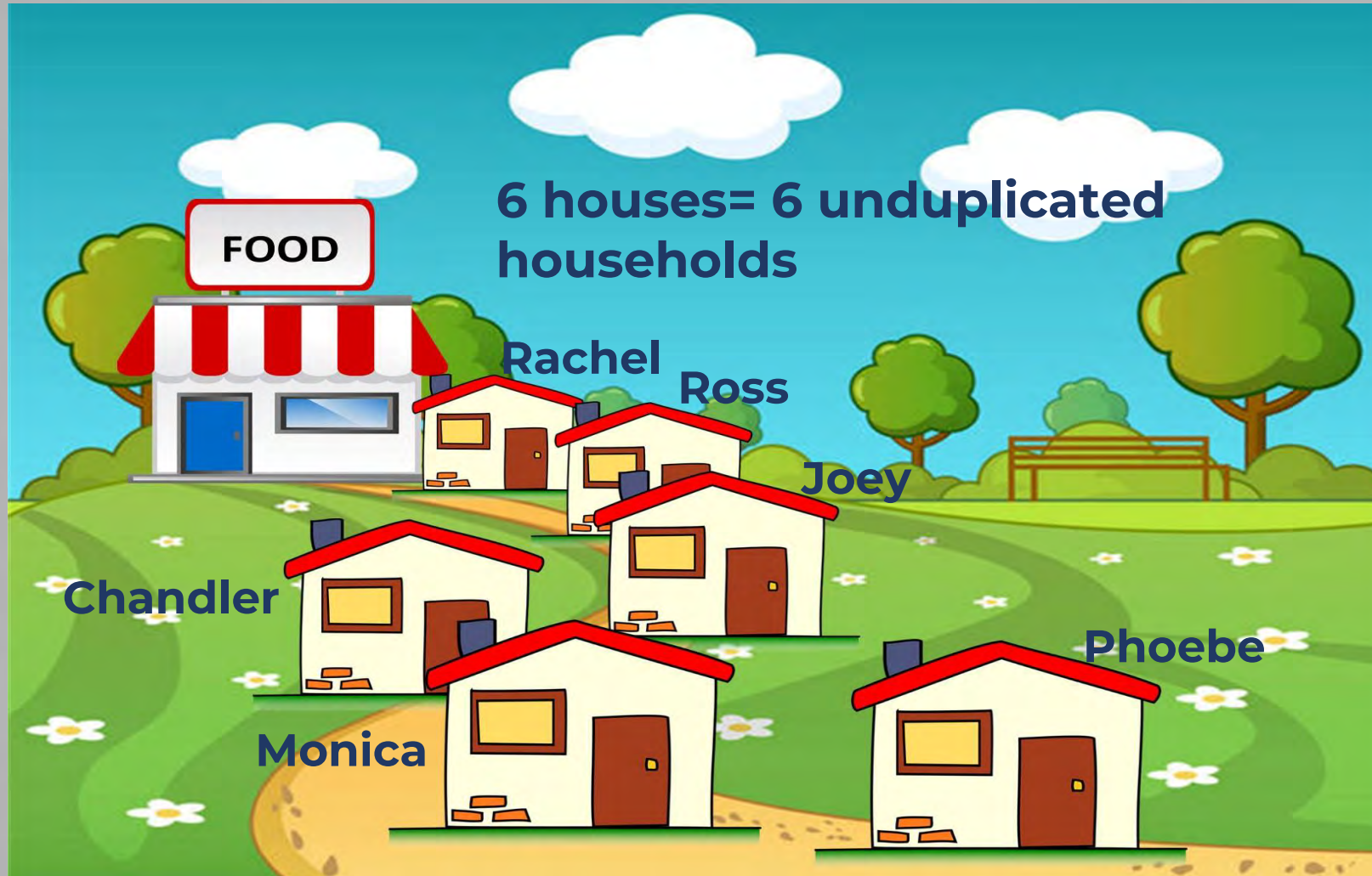
How To's: Unduplicated Numbers

What happens if we see different people from the same address? Scenario: Rachel and Monica are roommates. Neither is the other's dependent and they each purchase their own food. Rachel and Monica are counted as separate household units.

How To's: Unduplicated Numbers
Calculating _Unduplicated_ _Individuals_

Household	Number in Household	Week 1	Week 2	Week 3	Week 4	Number of Visits	Duplicated Individuals
Rachel	1	X			X	2	2
Ross	2		X	X		2	4
Joey	4	X	X			2	8
Chandler	1	X				1	1
Gunther	5					0	0
Monica	3	X		X	X	3	9
Phoebe	4	X		X		2	8
Janice	2					0	0
Ursula	2					0	0
Total: 6	Total: 15						Total: 32

Add up total number of people in each household unit that attended at least once during the month. This total is your unduplicated individuals. In this example there are 15 unduplicated individuals.

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Duplicated Numbers

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How To's: Duplicated Numbers
Calculating *Duplicated* *Households*

Household	Number in Household	Week 1	Week 2	Week 3	Week 4	Number of Visits	Duplicated Individuals
Rachel	1	X			X	2	2
Ross	2		X	X		2	4
Joey	4	X	X			2	8
Chandler	1	X				1	1
Gunther	5					0	0
Monica	3	X		X	X	3	9
Phoebe	4	X		X		2	8
Janice	2					0	0
Ursula	2					0	0

Count all the "X's" on the spreadsheet. Total duplicated households in this example is 12. Another way to look at duplicated households is total visits for the month.

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How To's: Duplicated Numbers

Understanding *Duplicated Households:* The numbers by each house represent the number of *visits* or, how many times someone from that household unit walked through the doors that month. Since duplicated households is looking for *total number of visits*, add all the numbers up and that will equal the *duplicated household* number.

12 visits=12 duplicated households

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How To's: Duplicated Numbers

Scenario: Remember the roommates, Rachel and Monica? Each person needed to utilize the food site with differing frequency during the month. Because neither of them are the other's dependent and they purchase their own food, they will be counted as separate household units. Their visits will make up 5 of the 12 *duplicated households* or *visits* for the month.

How To's: Duplicated Individuals
Calculating Duplicated/Total Individuals

Household	Number in Household	Week 1	Week 2	Week 3	Week 4	Number of Visits	Duplicated Individuals
Rachel	1	X			X	2	2
Ross	2		X	X		2	4
Joey	4	X	X			2	8
Chandler	1	X				1	1
Gunther	5					0	0
Monica	3	X		X	X	3	9
Phoebe	4	X		X		2	8
Janice	2					0	0
Ursula	2					0	0
Total: 6	Total: 15						Total: 32

Take the number of individuals in each household unit that visited at least once and multiply by the number of times that household unit visited in the month. Total those numbers. That is your total duplicated individuals. Duplicated individuals is equal to the number of people your food fed during the month. You can also think of this as total individuals. *Duplicated and total individuals will be the same number.*

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How To's: Total Meals

Calculate Total Meals:

Total up how many meals left your kitchen during the month. That is your total meals.

*Daycares and residential facilities: Include snacks served in your meal totals.

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Scenario:

Lets add a new household to the mix: Ursula utilizes a combination pantry and meal site for herself and her daughter. Ursula visits the site three times during the month but on the fourth visit she sends her daughter, Ariel, as a proxy, because Ursula isn't feeling well. Ariel is Ursula's dependent and Ursula is responsible for purchasing all groceries. How does this affect our numbers?

Scenario: Unduplicated Households

Ursula and Ariel are part of one household so we will add one household to our unduplicated household numbers for the month.
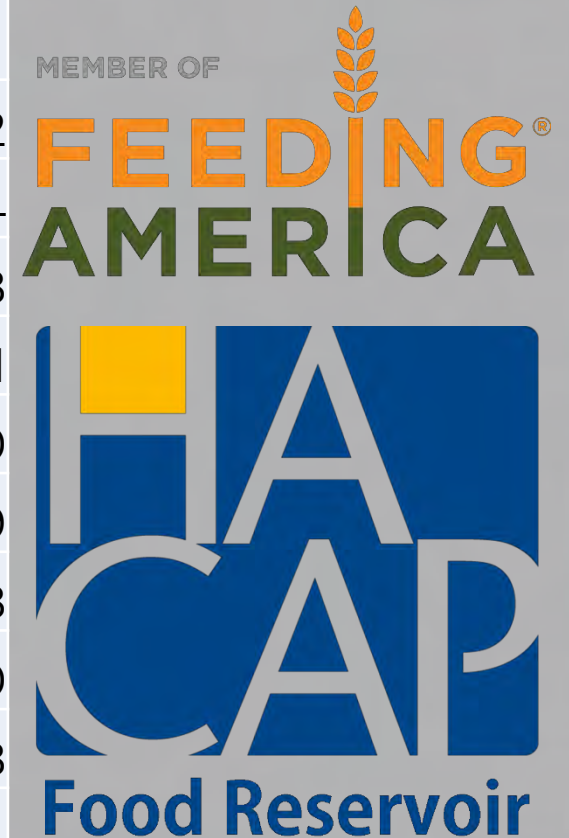
Household	Number in Household	Week 1	Week 2	Week 3	Week 4	Number of Visits	Duplicated Individuals
Rachel	1	X			X	2	2
Ross	2		X	X		2	4
Joey	4	X	X			2	8
Chandler	1	X				1	1
Gunther	5					0	0
Monica	3	X		X	X	3	9
Phoebe	4	X		X		2	8
Janice	2					0	0
Ursula	2	X	X	X	X	4	8
Total: 7	Total: 17						Total: 40

Scenario: Unduplicated Individuals

There are two people in Ursula's household (Ursula and Ariel) so we add two unduplicated individuals to our numbers

Household	Number in Household	Week 1	Week 2	Week 3	Week 4	Number of Visits	Duplicated Individuals
Rachel	1	X		X		2	2
Ross	2		X	X		2	4
Joey	4	X	X			2	8
Chandler	1	X				1	1
Gunther	5					0	0
Monica	3	X		X	X	3	9
Phoebe	4	X		X		2	8
Janice	2					0	0
Ursula	**2**	X	X	X	X	4	8
Total: 7	**Total: 17**						Total: 40

Scenario: Duplicated Households

Ursula's household made four visits so we will be adding four duplicated households or visits to our numbers

Household	Number in Household	Week 1	Week 2	Week 3	Week 4	Number of Visits	Duplicated Individuals
Rachel	1	X			X	2	2
Ross	2		X	X		2	4
Joey	4	X	X			2	8
Chandler	1	X				1	1
Gunther	5					0	0
Monica	3	X		X	X	3	9
Phoebe	4	X		X		2	8
Janice	2					0	0
Ursula	2	**X**	**X**	**X**	**X**	**4**	8
Total: 7	Total: 17					**Total: 16**	Total: 40

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Scenario: Duplicated individuals

- Ursula and Ariel (two people) were served by the Meal/Pantry site four times during the month. If we multiply those two numbers together we get eight duplicated individuals. Here is the equation:

- 2 individuals x 4 visits = 8 duplicated individuals.

Household	Number in Household	Week 1	Week 2	Week 3	Week 4	Number of Visits	Duplicated Individuals
Rachel	1	X			X	2	2
Ross	2		X	X		2	4
Joey	4	X	X			2	8
Chandler	1	X				1	1
Gunther	5					0	0
Monica	3	X		X	X	3	9
Phoebe	4	X		X		2	8
Janice	2					0	0
Ursula	**2**	X	X	X	X	**4**	**8**
Total: 7	Total: 17						**Total: 40**

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Practice Scenario: Total Meals

At each visit, the house hold took home 2 meals. 2 meals x 4 visits = 8 additional meals added to the total for the month.
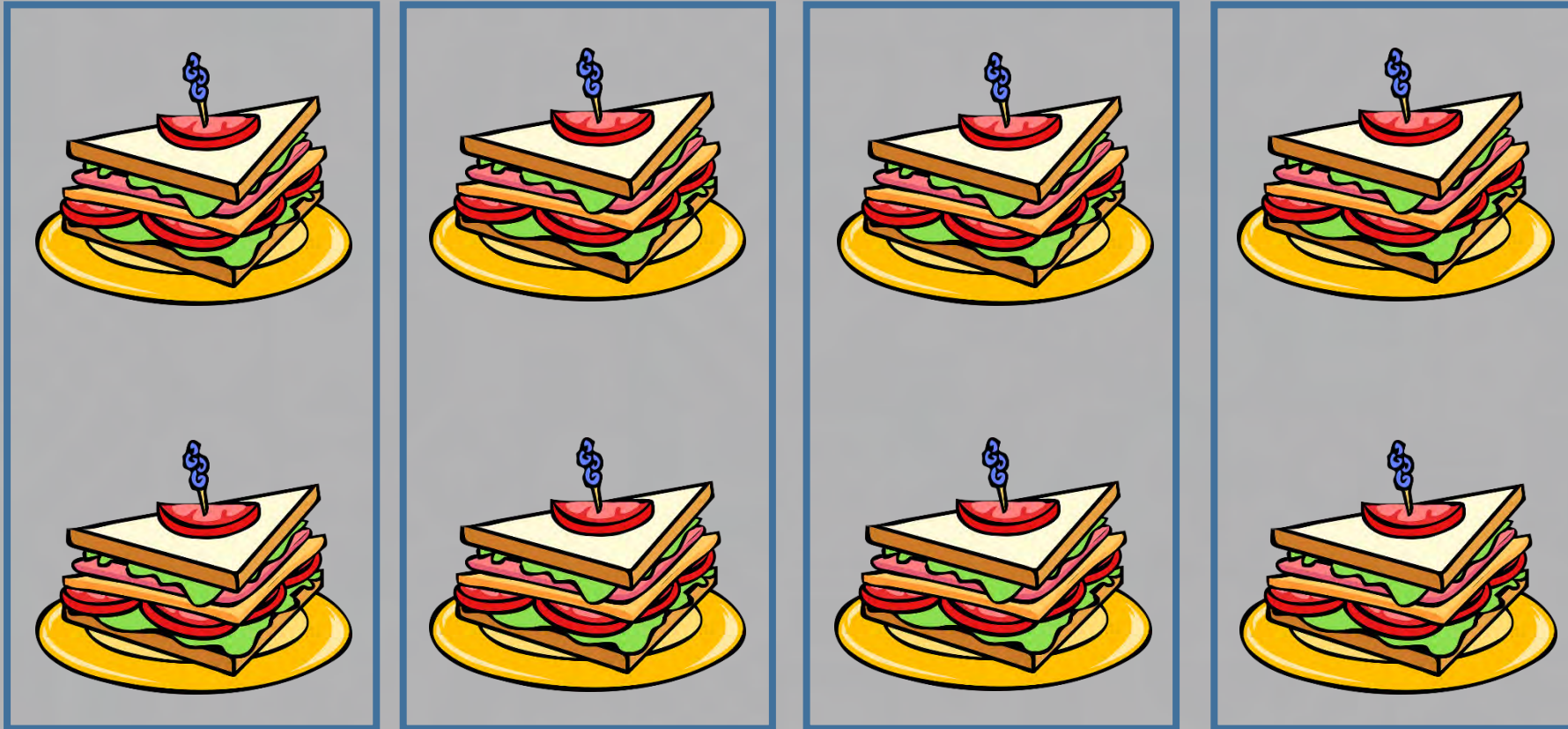
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Questions?

If you have any questions, please reach out to your RPC:

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  - (319)739-1535

- Hailey Carr: Cedar, Iowa, Johnson, Jones, and Washington Counties
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Pantry Only

Meal Only

Meal and Pantry

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Thank you!

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