NYCHA QUALITY OF LIFE PROJECT

Before you head out on site visits each day, make sure you have all these items:

- ☐ This form! It's your data collection sheet and will make sure you don't skip any important steps.
- ☐ Assignment email from Nuha – is it Monday morning and you don't have this yet? Email qolresearch42@gmail.com
- ☐ Pen/pencil
- ☐ List of site maps
- ☐ Two clickers
- ☐ Chalk
- ☐ Site license
- ☐ Clipboard
- ☐ At least 10 complaint cards
- ☐ At least 30 resident surveys
- ☐ Folder to keep all these forms in one place

Then travel to your first site for the day, and refer to the site map to figure out where to go.

While you're at the site:

1. Write down the name of the site you're visiting here: _____
2. Write down the time you're beginning data collection: _____
3. Refer to the site map and begin your first round of data collection at the star marked on the map.
4. Make a full round of the site, while using your first clicker to record the # of bags of household trash. *Tip: Hold the clicker in your dominant hand.*
5. Mark paths with an 'X' as you're traveling with chalk
6. **Do you see tilt trucks on your path?** Yes No
    a. If yes, take a picture of one and save it on your phone!
7. After the first round, record your data here:
    a. **# of bags of household trash listed on the clicker:** _____
8. Reset your clicker
9. Pull out your second clicker, and this time use your dominant hand to record litter data and the non-dominant hand to record dog-waste data. *This is a simple rule of thumb so you don't lose track of which hand is recording what.*
10. Travel along the path you already marked with chalk, this time marking with another X to make sure you don't travel the same path twice.
11. **Do you see trash cans on your path?** Yes No
    a. If yes, take a picture of one and save it on your phone!
12. At the end of your second round, record your data here:
    a. **# of pieces of litter:** _____
    b. **# of incidents of dog waste:** _____
13. Now it's time to do a fidelity check. Here's how:
    a. Walk into a building at your site. If the doors are locked, ask someone if they can let you in.
    b. If they have questions about who you are or seem suspicious, tell them about the project and show them the site license
    c. Go to two random floors and check whether an ideas42 poster is posted somewhere on the floor. Refer to the poster sheet to figure out which posters are ideas42 posters.
    d. Take a picture of the posters from these two floors and save them on your phone.
14. Final step – Resident surveys.
    a. Refer to your assignment email and write down the number of surveys to complete at this site: _____
    b. Walk up to residents in the park, green spaces, outside community centers, building lobbies, and near the management office
    c. Write the site name at the top of each resident survey you complete!

After all site visits for the day are completed:

15. Complete the **NYCHA Data Collection Form** for this site. Link to the form is in your assignment email.
16. Complete **the NYCHA Resident Survey Form** for each survey that you completed. Link to the form is in your assignment email.
17. Send a quick email to qolresearch42@gmail.com with pictures of tilt trucks, trash cans, and posters from your visit. Be sure to label which pictures are from which sites.

Notes or Comments from the Site Visit:

Definitions & Rules of Thumb:

- # of bags of household trash
  - Trash bags can be of any size (grocery bags, big black trash bags, etc.)
  - Where to look for it: Near a tilt truck, at the front and side of buildings, fences & railings, walking paths, parking lots, and green spaces
  - Do not count litter, and other loose pieces of un-bagged trash as "bags of household trash".
  - If you can tell that loose trash around a bag is a result of a "spill", then it's ok to count as a bag of trash.
- # of pieces of litter left
  - Count litter that is more than 2 inches in diameter (size of your finger)
  - Examples of litter are paper, wood, glass, plastic, toys, food byproducts
  - Where to look for it: at the front and side of buildings, fences & railings, walking paths, parking lots, and green spaces
  - Do not count spills from bags of household trash as litter, recycling materials left outside a recycling bin, or naturally occurring trash like twigs, branches, and leaves.
- # of incidents of dog waste
  - One incident of dog waste is one that is ~3 feet away from other incidents
  - Look at color and approximate hardness to help you gauge whether the waste is one or more incident
  - Count dog waste stains and smears as an incident
  - Where to look for it: dirt patches & green spaces, at the front and side of buildings, walking paths, parking lots
- Resident Survey
  - Good places to recruit participants: community centers or recreational rooms at your assigned site, in green spaces/parks, outside the management office
- Fidelity Check
  - Email pictures to golresearch42@gmail.com
  - Don't see any tilt trucks, trash cans, or posters? That's okay – just indicate that when you submit the Google Form, and we'll take care of it.

FAQs

What do I do if a resident seems suspicious or asks me why I'm here?

- Tell them about the project, and show them your site license. If they still have questions, tell them that their Property Manager knows about the project and that they should feel free to follow-up with their Property Manager about it.

What do I do if residents have general complaints?

- Ask them if they want to report the complaint directly to NYCHA. If yes, give them a NYCHA Complaint Card. If they tell you that they already put in a work order, ask if they'd like you to report it to NYCHA. If they agree, fill out the back of a Complaint Card, and email it to golresearch42@gmail.com at the end of the day.

What do I do if I'm sick and have to miss a day or a week of data collection?

- Email Nuha as soon as you can to let us know, and we'll work with you.

What do I do if it's raining heavily or the weather doesn't permit data collection that day?

- Email Nuha as soon as you can to let us know, and we'll work with you to reschedule.

How do I check when my timesheets are due? How do I submit the timesheets?

- Email Nuha or refer to the Powerpoint presentation you received after you completed the first day of training.

Point of Contact: Nuha Saho

For general questions and inquiries, use email: Nuha@ideas42.org. If you need an immediate response, text Nuha at [redacted]