Overview of Clubhouse Data Collection for California Implementation

Data Collection Instruments

Note: No PHI/PII is collected centrally; agencies maintain link files.

1. County Forms

Assessment Tool Name	Respondent	Description	Frequency	Estimated Time Commitment
Technical, Training & Assistance (TTA) Needs Survey - County	County Representative	Brief survey used to request technical training and assistance. Collects contact information and high-level description of county needs and priorities related to support for the county and its select Clubhouse operators (providers)	One-time during enrollment process	15 - 30 Minutes

2. Agency/Clubhouse

Assessment Tool Name	Respondent	Description	Frequency	Estimated Time Commitment
Clubhouse International Member Application	Clubhouse Director	Used to establish or renew Clubhouse membership with Clubhouse international. Collects core organizational, contact, leadership, and budget information required for membership enrollment, directory listing, and annual dues processing	Completed upon initial membership and annually for membership renewal	20 - 30 Minutes
Clubhouse International Self Study	Clubhouse Director; completed collaboratively by Clubhouse Staff & Members	Supports preparation for an accreditation visit by collecting information on key operational, programmatic and governance areas. Completed collaboratively by members and staff to reflect on strengths and areas for improvement.	Based on accreditation status; typically initiated 6-12 months prior to an accreditation visit to allow time for reflection and improvement planning.	8 - 16 Hours (over several weeks)

Clubhouse International
Creating Community:
Changing the World of Mental Health

2. Agency/Clubhouse

Assessment Tool Name	Respondent	Description	Frequency	Estimated Time Commitment
Clubhouse Profile Questionnaire (CPQ)	Clubhouse Director; completed collaboratively by Clubhouse Staff & Members	Provides a standardized snapshot of the Clubhouse structure, services and community context to support accreditation, research, and system-level understanding of Clubhouse programs. Collects consistent organizational and operational data across governance, staffing, funding, membership, space, services, and model fidelity.	Annual	45 - 60 Minutes
Technical, Training & Assistance (TTA) Needs Survey - Provider/Clubhouse	Clubhouse Director	Brief survey for Clubhouses and providers to request technical training and assistance. Collects contact information and a high-level information on needs and support priorities.	One-time during enrollment process	20 - 30 Minutes
Model Fidelity Review	Clubhouse Director; completed collaboratively by Clubhouse Staff & Members	Assess alignment with the International Standards for Clubhouse Programs to support model fidelity monitoring, readiness for accreditation, and quality improvement planning.	Upon enrollment and annually thereafter.	1.5 - 2.5 Hours
Member Attendance Monthly Update	Clubhouse Director provides final sign-off and submits; may be completed through Unit Work	Used to report aggregate monthly member participation (no PII/PHI) and attendance trends. Collects non-identifiable, summary-level data to support monitoring of engagement, program activity, and participation patterns over time.	Monthly for the duration of participation in the Center of Excellence services.	10 - 60 Minutes per month depending on automation

Data Platform Information

As part of the COE benefits, free access to ClubMiCIL for data tracking and reporting is included.

Highlights of ClubMiCIL include:

- Designed specifically for Clubhouses and the work ordered day
- Multiple Security Logins allow Member Data Entry
- Real-time, Daily Attendance and easy Data Entry option