

Pegasus Farm Data Modernization Project

Please respond via email by May 31, 2019 to carol@pegasusfarm.org

Brief Project Overview

Use existing data tools to develop a user-friendly evaluation plan and create a digital data collection system for therapeutic equestrian programs at Pegasus Farm. Ensure the system is accessible in real-time at two locations.

Organization Background

Located in the Canton-Akron area of northeast Ohio, Pegasus Farm was founded in 1985 by three teachers who envisioned an equestrian center offering physical activity and recreation for children with disabilities. The farm opened in 1986 with two horses and one backyard.

Over the past 32 years, with the generous support of individuals, organizations and foundations, Pegasus Farm has purchased land and built a heated indoor arena. Today, Pegasus Farm is one of the largest, most programmatically diverse therapeutic equestrian centers in the United States.

From the beginning, volunteer staff have demonstrated a commitment to quality, offering services based upon best practices and established industry standards. In fact, in its first year of operation, Pegasus Farm became one of the first facilities to be accredited by PATH International (Professional Association of Therapeutic Horsemanship International). Pegasus is also accredited by the Certified Horsemanship Association (CHA), which sets national standards for group riding programs. All instructors are individually certified by PATH and by the Certified Horsemanship Association (CHA) in one or more categories of instruction and at one or more levels of achievement.

To serve individuals with special needs more comprehensively, Pegasus Farm began offering day habilitation services to adults who have developmental disabilities. Three days each week, individuals work in the *Wings* program, learning employment and independent living skills. A small business, the Pegasus Pantry, has been established to serve as a work site. Pegasus Pantry offers gluten-free and organic food products, fresh garden vegetables (in season), bulk foods, and craft products. All participants receive therapeutic equestrian driving and horsemanship instruction. In 2013, a non-medical transportation service was added, which will provide additional service to those in the Pegasus Farm Wings Program. Fees received for supplying services help cover operating costs.

Since 2007, Pegasus Farms' therapeutic equestrian activities have helped veterans with post-traumatic stress disorder, physical disabilities, traumatic brain injury, substance abuse, depression, and social isolation. In 2017, in partnership with local Rotary Clubs and Walsh University, and with support from seven local foundations, Pegasus purchased and renovated a 20-acre horse farm in Louisville, Ohio. This location serves veterans, first responders, and their families.

Project Goals

1. Develop an evaluation plan
2. Digitize the farm's data collection process while not overburdening staff
3. Streamline program reporting
4. Empower staff to use the new system

Potential Road Blocks/Technical Issues

- Program staff currently complete all documentation by hand.
- The organization has a server with a shared drive, but that shared drive is inaccessible to those at the veterans' center.
- The farm and the veterans' center have limited hardware; no software other than Microsoft Office is in use.
- Staff have limited technical skills.

Scope of Work

Work will be conducted in collaboration with farm leadership; the board's Program and Quality Committee must approve all plans. Programs and program data tools in use are listed below.

Preliminary Work Outline

- 1. Review existing tools to find recurring themes, and categorize existing information to inform data collection and analysis**
 - a. Write an evaluation plan that includes 2-3 outcomes per program, as well as outputs and indicators
- 2. Set up a digital data collection process while not overburdening staff**
 - a. Create a landing page for staff use
 - b. Enable data entry that allows equestrian staff to communicate directly with Equestrian Director
 - c. Ensure real-time data access (input and output) at two facilities
 - i. Identify and purchase necessary equipment
 - d. Develop operating guide for data collection and use
 - e. Streamline program reporting
 - i. Develop reporting templates
 - ii. Set up reporting alerts
- 3. Train staff to use system**

Programs

Take Flight

Target Audience	Individuals with physical and/or cognitive disabilities and/or behavioral challenges, ages 3-70
Characteristics	<ul style="list-style-type: none">• Therapeutic Equestrian Activities• Horseback riding or driving• Group instruction (up to six people per class)• Long-term participation (no program end)
Program Goals	Positive physical, motor, cognitive and social development

Various youth programs

Target Audience	Middle school, high school, alternative school students
Description	<ul style="list-style-type: none"> • Equine-Assisted Experiential Learning • Referrals sometimes come from organizations such as CommQuest and Summit County and Stark County family courts • Programming has a beginning and an end, typically 10-15 two-hour sessions
Program Goals	Facilitate development of pro-social coping strategies and decrease incidence of relationship conflicts among at-risk/underserved youth.

Military Family Center

Target Audience	Veterans, active military and first responders, and their families
Characteristics	<ul style="list-style-type: none"> • Equine-Assisted Experiential Learning • Some programs have a defined beginning and end, while others do not • Participants are often (but not always) referred by Stark County Honor Court and various public and nonprofit organizations • Need for evaluation plan here is top priority
Program Goals	Improved quality of life, personal growth, coping skills

Data Collection Inventory

Form	Program	Completed by	Location	Note
Screening Report for Perspective Participant	Take Flight	Screening Coordinator	Private Office	<ul style="list-style-type: none"> • Initial evaluation from in-person meeting, hour-long tour of facility (first point of entry into a database)
Military Family Center Intake Form	Veterans	Equestrian Director	Military Family Center	<ul style="list-style-type: none"> • Needs to be developed
Pegasus Farm Student Evaluation: Specific to Mounted Horsemanship Skills	Take Flight, Veterans	Instructors	Instructors' shared office; Military Family Center	<ul style="list-style-type: none"> • Administered annually
Pegasus Farm Therapeutic Riding Program Student Evaluation	Take Flight	Instructors	Instructors' shared office	<ul style="list-style-type: none"> • Cognitive psycho-social evaluation tool • Administered annually
Class/Student Profile	Take Flight	Instructors	Instructors' shared office	<ul style="list-style-type: none"> • Administered Quarterly • Includes 6-month student and class goals and progress • Need for more standardized goal progress

Form	Program	Completed by	Location	Note
Lesson Plan	All Programs	Instructors	Instructors' shared office; Military Family Center	<ul style="list-style-type: none"> • Tracks Attendance • Horse Usage • Volunteer needs and attendance • Daily lesson plan topics • Daily
Horse Issues/Concerns	n/a	Instructors	Share Instructors' Office	<ul style="list-style-type: none"> • Need for immediate communication with Director
Medical Concern Alert	All Programs	Instructors	Share Instructors' Office	<ul style="list-style-type: none"> • Need for immediate communication with Director
Occurrence Reports	All Programs	Instructors	Instructors' shared office; Military Family Center	<ul style="list-style-type: none"> • Need for immediate communication with Director
Student Concern Alert	All Programs	Instructors	Instructors' shared office; Military Family Center	<ul style="list-style-type: none"> • Need for immediate communication with Director
Pre-Post Evaluation	Youth	Youth		<ul style="list-style-type: none"> • First and last sessions • Tests knowledge of class concepts and goal setting • Need to develop one for veterans' program
Program Attendance Lesson/Instructor Notes	Youth, Veterans	Instructors	Instructors' shared office; Military Family Center	<ul style="list-style-type: none"> • Attendance • Instructors' observations of behavior • Need to identify themes • (confidence, self-efficacy, leadership, etc.) • Completed each session
Scheduling & Waiting Lists	All programs	Screening/scheduling coordinator	Main office	<ul style="list-style-type: none"> • Need for communication with director and instructors

Timeline

- Proposal deadline: May 31, 2019
- Project start: July 1, 2019
- Status Reports: sent to the project manager on the last business day of each month the project is in progress
- Train staff: January 2-3, 2020
- Roll out: January 6, 2020

Principal Point of Contact

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Equestrian Director
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Budget

\$15,000 maximum

Criteria for Selection

- Experience with developing databases
- Experience with writing evaluation plans
- Experience with creating forms
- Basic understanding of Equine-Assisted Activities and Therapies
- Strong written and interpersonal communication skills