

## **I. Executive Summary**

The objective of our capstone project is to develop a comprehensive database for the coalition of four community-based social service agencies: Albany Park Community Center (APCC), Chicago Commons, Chinese American Service League (CASL), and Erie Neighborhood House (lead agency). The Capstone team's responsibility was to provide recommendations of the youth programs' reporting needs for three out of the four agencies (APCC, CASL, and Erie House). We were also responsible for planning and implementing the interview process for the youth programs of this project and synthesizing recommendations for a comprehensive database related to the discovery process of all three agencies.

We included a background of all three agencies and their youth programs and a background of the public mandated databases and grants. We then synthesized the three agencies database needs and came up with similarities, differences and funding sources through our interview process. Throughout the period that we worked on the database project, our team faced different types of problems that we discuss in more detail within the report. Communication with the agencies was definitely a setback throughout the course of the project. Our last phase of the project included coming up with a list of recommendations for Erie House as they continue with the central database project for their youth programs. We included different external stakeholders and discussed how they would be affected by the youth database project. Through our interview process and analysis of all three agencies we detected and recommended similar database needs. Some of the similar needs include alumni tracking, one central in-take form, tracking of overall youth participation, entering of data/input, more performance measures, more parent involvement efforts, and overlap in different mandated databases. We hope that Erie House and