Stress Busting Data Collection Checklist

Workshop Paperwork	**Participant and leader forms** can be accessed on the **ILPTH Leader Resource Page**. The password is: **leaders1!**

Registration	☐ Register workshop- Sign in to ILPTH to register the workshop.
	   • **Sign-In Link** is located on the ILPTH website on the upper right-hand side: https://ilpathwaystohealth.org
	   • Register the workshop by clicking on the "Classes" tab and "Add Class."
	   • When choosing a host site location, if it is not listed in ILPTH, contact the Health Promotion Team at AgeOptions to add the new location.
	   • If at any time changes need to be made (new dates, different leaders, canceled, etc.) log into ILPTH, update the workshop and save changes.
	☐ Register participants using your own registration process.
	☐ Leaders call participants- Introduce the program, what to expect, discuss technology if applicable, etc.
	☐ Virtual workshop- Send participant welcome email with virtual class link, Zoom instructions (if applicable), and workshop ID (if paper forms are mailed). If using paper forms, mail participants workshop forms and prepaid envelopes.

Prior to Workshop Start Date	☐ Check ILPTH to see if new participants self-registered using the ILPTH website (Sign into ILPTH. Click "Classes" and search for your workshop. Click on "view" to see a list of registered participants). ☐ In-person- Prepare and print workshop documents/materials. ☐ Virtual workshop- Email pre-workshop reminder with virtual class link and Zoom instructions (if applicable). ☐ In-person workshop- Email/call/text workshop reminder to participants.
During Each Session	☐ Leaders fill in the attendance form. Please print legibly or fill in electronically. ☐ Virtual workshop- Send workshop reminder email the day before/ morning of workshop with the virtual class link. ☐ Leaders contact participants who miss sessions or do not return for feedback.

Session 1	☐ Leader fills in the attendance sheet. Please print legibly or fill in electronically.
	☐ Explain the evaluation forms to participants following the **Data Collection Script** OR **Virtual Workshop Script**.
	☐ Participants complete the **Registration Packet** (Registration Form, Privacy Policy, Liability Waiver) and **Pre-Survey** using one of the following options:
	   1. Participants who self-registered for the class using the ILPTH website can be sent the **Participant Guide** to complete required forms on the ILPTH Participant Portal.
	   2. Participants are emailed a fillable PDF or an electronic form link: https://forms.office.com/r/KKapw0m64x
	   3. Participants complete paper surveys. *Note: Participants will need to include the workshop ID on all forms.*
	     • In-person workshop- Participants complete and turn in.
	     • Virtual workshop- Participants are mailed forms during the registration process. Ask participants to mail completed forms using the prepaid envelope.
	☐ If you take photos, participants must sign the media release form.

Session 2	☐ Repeat **all steps** with new participants. ☐ **No one** is permitted to join the workshop after Session 2, to maintain fidelity.
Last Session	☐ Double-check that the attendance sheet has been filled out accurately. ☐ Participants complete the **Post-Survey** using one of the following options: 　1. Participants log into their ILPTH Participant Portal to complete forms. 　2. Participants are sent a thank you email with an attached fillable PDF or an electronic form link: https://forms.office.com/r/02vixrm2ji 　3. Participants complete paper surveys. *Note: Participants will need to include the workshop ID on all forms.* 　　• In-person workshop- Participants complete and turn in. 　　• Virtual workshop- Participants were mailed forms during registration process. Ask participants to mail completed Post-Survey using the prepaid envelope.
After Last Session	☐ Immediately after the last session concludes send the completed attendance sheet and any participant forms to Cynthia Ayala at AgeOptions: cynthia.ayala@ageoptions.org

If you have any questions about this process, please direct them to Cynthia Ayala at AgeOptions: cynthia.ayala@ageoptions.org

For questions regarding the registering wokshops on the ILPTH Dashboard, contact the Health Promotion Team at AgeOptions: info@ilpathwaystohealth.org

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