

Tomando Data Collection Checklist

Workshop Paperwork	<p>Participant and leader forms can be accessed on the ILPTH Leader Resource Page. Password is: leaders1!</p>
Registration	<ul style="list-style-type: none"> <input type="checkbox"/> Register workshop- Sign in to ILPTH to register workshop. <ul style="list-style-type: none"> • Sign-In Link is located on the ILPTH website on the upper right-hand side: https://ilpathwaystohealth.org • Register the workshop by clicking on “Classes” tab and “Add Class.” • If adding a class zero, do not add the class zero in the schedule. Put the class zero date in the public note section. • 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. <input type="checkbox"/> New Leaders must request a fidelity visit by clicking on the “Schedule a Fidelity Visit” button on the ILPTH Leader Page. <input type="checkbox"/> Register participants using your own registration process. <input type="checkbox"/> Leaders call participants- Introduce the program, what to expect, discuss technology if applicable, etc. If needed, inform participants a technical assistant will contact them to practice before the first session. <input type="checkbox"/> Virtual workshop- Send participant welcome email with virtual class link and Zoom Instructions (if applicable), and workshop ID (if paper forms were mailed). If applicable, mail participants workshop books/materials (including survey forms and prepaid envelopes if using paper forms).
Prior to Workshop Start Date	<ul style="list-style-type: none"> <input type="checkbox"/> 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). <input type="checkbox"/> Virtual workshop- Leaders and Technical Assistant (TA) practice. <input type="checkbox"/> Virtual workshop- Email pre-workshop reminder with virtual class link and Zoom Instructions (if applicable). <input type="checkbox"/> In-person workshop- Prepare and print workshop documents/materials. <input type="checkbox"/> In-person workshop- Email/call/text workshop reminder to participants.
During/ After each Session	<ul style="list-style-type: none"> <input type="checkbox"/> Leaders fill in the attendance form. Please print legibly or fill in electronically. <input type="checkbox"/> Email participants Action Plan reminder 3 days after workshop session. <input type="checkbox"/> Virtual workshop- Email workshop reminder the day before/morning of workshop with the virtual class link. <input type="checkbox"/> Leaders contact participants who miss sessions or do not return for feedback.
Session 1	<ul style="list-style-type: none"> <input type="checkbox"/> Leader fills in the attendance sheet. Please print legibly or fill in electronically. <input type="checkbox"/> Explain the evaluation forms to participants following the Data Collection Script OR Virtual Workshop Script. <input type="checkbox"/> Participants complete the Registration Packet (Registration Form, Privacy Policy, Liability Waiver) and Pre-Survey using one of the following options: <ol style="list-style-type: none"> 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. <i>Note: Surveys will be in English unless the participant’s computer is set up to translate to Spanish.</i> 2. Participants are emailed a fillable PDF or an electronic form link. <ul style="list-style-type: none"> • Email Amanda Moudry at AgeOptions for your specific workshop

Session 1	<p>survey link: amanda.moudry@ageoptions.org</p> <p>3. Participants complete paper surveys. Note: Participants will need to include the workshop ID on all forms.</p> <ul style="list-style-type: none"> • 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. <p><input type="checkbox"/> If you take photos, participants must sign the Media Release Form.</p>
Session 2	<p><input type="checkbox"/> Repeat all steps with new participants.</p> <p><input type="checkbox"/> No one is permitted to join the workshop after Session 2, to maintain fidelity.</p>
Last Session	<p><input type="checkbox"/> Double-check that the attendance sheet has been filled out accurately.</p> <p><input type="checkbox"/> In the last 15 min of the session, participants complete the Post-Survey using one of the following options:</p> <ol style="list-style-type: none"> 1. Participants log into their ILPTH Participant Portal to complete forms. <i>Note: Surveys will be in English unless the participant's computer is set up to translate to Spanish.</i> 2. Participants are sent a thank you email with an attached fillable PDF or an electronic form link. 3. Participants complete paper surveys. Note: Participants will need to include the workshop ID on all forms. <ul style="list-style-type: none"> • In-person workshop- Participants complete and turn in. <ul style="list-style-type: none"> ○ Virtual workshop- Participants were mailed forms during the registration process. Ask participants to mail completed Post-Survey using the prepaid envelope.
After Last Session	<p><input type="checkbox"/> Immediately after the last session concludes, enter participants, attendance, survey data, and upload privacy policies and liability waiver to ILPTH OR send all paperwork to Joan Fox at AgeOptions: joan.fox@ageoptions.org</p> <ul style="list-style-type: none"> • The ILPTH User Guide provides instructions for data entry. <p><input type="checkbox"/> If you choose to enter all data in ILPTH, email the Health Promotion Team at AgeOptions to advise all data has been entered and the workshop is complete.</p>
<p>If you have any questions about this process, please direct them to Jaime Peña at AgeOptions: jaime.pena@ageoptions.org</p> <p>For questions regarding entering data, contact the Health Promotion Team at AgeOptions: info@ilpathwaystohealth.org</p>	