

Caregiver Specialists Data Collection Checklist

Workshop Paperwork	<p>Participant and leader forms can be accessed on the ILPTH Leader Resource Page. The password is: leaders1!</p>
Registration	<ul style="list-style-type: none"> <input type="checkbox"/> Register workshop- Sign in to ILPTH to register the 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 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. <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. <input type="checkbox"/> 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	<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- Email pre-workshop reminder with virtual class link and Zoom instructions (if applicable). <input type="checkbox"/> In-person- Prepare and print workshop documents/materials. <input type="checkbox"/> In-person workshop- Email/call/text workshop reminder to participants.
During 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"/> Virtual workshop- Send workshop reminder email 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) using one of the following options: <ol style="list-style-type: none"> 1. Participants who self-registered for the class using the ILPTH website already completed these required forms during registration. 2. Participants are emailed a fillable PDF. 3. Participants complete paper forms. 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. • Virtual workshop- Participants are mailed forms during the registration process. Ask participants to mail completed forms using the prepaid envelope. <input type="checkbox"/> If you take photos, participants must sign the media release form.

Session 2	<input type="checkbox"/> Repeat all steps with new participants. <input type="checkbox"/> No one is permitted to join the workshop after Session 2, to maintain fidelity.
Last Session	<input type="checkbox"/> Double-check that the attendance sheet has been filled out accurately.
After Last Session	<input type="checkbox"/> Immediately after the last session concludes, send the completed attendance sheet and any participant forms to Cynthia Ayala at AgeOptions: cynthia.ayala@ageoptions.org
<p>If you have any questions about this process, please direct them to Cynthia Ayala at AgeOptions: cynthia.ayala@ageoptions.org</p> <p>For questions regarding the registering workshops on the ILPTH Dashboard, contact the Health Promotion Team at AgeOptions: info@ilpathwaystohealth.org</p>	