

## Take Charge of Your Health Data Collection Checklist

Workshop Paperwork	<p><b>Participant and leader forms</b> can be accessed on the <a href="#">ILPTH Leader Resource Page</a>. Password is: <b>leaders1!</b></p>
Registration	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register workshop- Sign in to ILPTH to register workshop. <ul style="list-style-type: none"> <li>• <b>Sign-In Link</b> is located on the ILPTH website on the upper right-hand side: <a href="https://ilpathwaystohealth.org">https://ilpathwaystohealth.org</a></li> <li>• Register the workshop by clicking on “Classes” tab and “Add Class.”</li> <li>• If adding a class zero, do not add the class zero in the schedule. Put the class zero date in the public note section.</li> <li>• 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.</li> <li>• If at any time changes need to be made (new dates, different leaders, canceled, etc.) log into ILPTH, Update the workshop and save changes.</li> </ul> </li> <li><input type="checkbox"/> Register participants using your own registration process.</li> <li><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.</li> <li><input type="checkbox"/> Virtual workshop- Send participant welcome email with virtual class link, <a href="#">Zoom instructions</a> (if applicable), and workshop ID (if paper forms are mailed). Mail participants workshop books/materials (including survey forms and prepaid envelopes if using paper forms).</li> </ul>
Prior to Workshop Start Date	<ul style="list-style-type: none"> <li><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).</li> <li><input type="checkbox"/> Virtual workshop- Leaders and Technical Assistant (TA) practice.</li> <li><input type="checkbox"/> Virtual workshop- Email pre-workshop reminder with virtual class link and <a href="#">Zoom instructions</a> (if applicable).</li> <li><input type="checkbox"/> In-person workshop- Prepare and print workshop documents/materials.</li> <li><input type="checkbox"/> In-person workshop- Email/call/text workshop reminder to participants.</li> </ul>
During/ After each Session	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leaders fill in the attendance form. Please print legibly or fill in electronically.</li> <li><input type="checkbox"/> Email participants Action Plan reminder 3 days after workshop session.</li> <li><input type="checkbox"/> Virtual workshop- Email workshop reminder the day before/morning of workshop with the virtual class link.</li> <li><input type="checkbox"/> Leaders contact participants who miss sessions or do not return for feedback.</li> </ul>
Session 1	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leader fills in the attendance sheet. Please print legibly or fill in electronically.</li> <li><input type="checkbox"/> Explain the evaluation forms to participants following the <a href="#">Data Collection Script OR Virtual Workshop Script</a>.</li> <li><input type="checkbox"/> Participants complete the <a href="#">Registration Packet</a> (Registration Form, Privacy Policy, Liability Waiver) and <b>Pre-Survey</b> using one of the following options: <ol style="list-style-type: none"> <li>1. Participants who self-registered for the class using the ILPTH website can be sent the <a href="#">Participant Guide</a> to complete required forms on the ILPTH Participant Portal.</li> <li>2. Participants are emailed a fillable PDF or an electronic form link. <ul style="list-style-type: none"> <li>• Email Amanda Moudry at AgeOptions for your specific workshop survey link: <a href="mailto:amanda.moudry@ageoptions.org">amanda.moudry@ageoptions.org</a></li> </ul> </li> </ol> </li> </ul>

Session 1	<p>3. Participants complete paper surveys. <b>Note: Participants will need to include the workshop ID on all forms.</b></p> <ul style="list-style-type: none"> <li>• In-person workshop- Participants complete and turn in.</li> <li>• Virtual workshop- Participants are mailed forms during the registration process. Ask participants to mail completed forms using the prepaid envelope.</li> </ul> <p><input type="checkbox"/> If you take photos, participants must sign the <a href="#">media release form</a>.</p>
Session 2	<p><input type="checkbox"/> Repeat <b>all steps</b> with new participants.</p> <p><input type="checkbox"/> <b>No one</b> 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 <b>Post-Survey</b> using one of the following options:</p> <ol style="list-style-type: none"> <li>1. Participants log into their ILPTH Participant Portal to complete forms.</li> <li>2. Participants are sent a thank you email with an attached fillable PDF or an electronic form link.</li> <li>3. Participants complete paper surveys. <b>Note: Participants will need to include the workshop ID on all forms.</b> <ul style="list-style-type: none"> <li>• In-person workshop- Participants complete and turn in.</li> <li>• Virtual workshop- Participants were mailed forms during the registration process. Ask participants to mail completed Post-Survey using the prepaid envelope.</li> </ul> </li> </ol>
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 <b>OR</b> send all paperwork to Joan Fox at AgeOptions: <a href="mailto:joan.fox@ageoptions.org">joan.fox@ageoptions.org</a></p> <ul style="list-style-type: none"> <li>• The <a href="#">ILPTH User Guide</a> provides instructions for data entry.</li> </ul> <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: <a href="mailto:jaime.pena@ageoptions.org">jaime.pena@ageoptions.org</a></p> <p>For questions regarding entering data, contact the Health Promotion Team at AgeOptions: <a href="mailto:info@ilpathwaystohealth.org">info@ilpathwaystohealth.org</a></p>	