

## Tai Chi Data Collection Checklist

|                            |  |
|----------------------------|--|
| Registration               | <ul style="list-style-type: none"> <li><input type="checkbox"/> Leaders or coordinators register workshop in ILPTH. <b>Note: If any changes need to be made (new dates, different leaders, canceled, etc.) log in to ILPTH and update the workshop. Also, alert Joan Fox at AgeOptions with any updates or cancelations: <a href="mailto:joan.fox@ageoptions.org">joan.fox@ageoptions.org</a>.</b></li> </ul> <p><b>Login Link is located on the ILPTH website in the upper right-hand side:</b><br/> <a href="https://ilpathwaystohealth.org">https://ilpathwaystohealth.org</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Register participants- Participants can register through the “Find a Class” page on the ILPTH website. You can send interested participants the website link, or manually register new participants in ILPTH.</li> <li><input type="checkbox"/> Instructors may call participants to introduce the program, what to expect, discuss technology, etc.</li> <li><input type="checkbox"/> Virtual workshop- mail participants survey forms and prepaid envelopes if participants will not be using electronic surveys.</li> </ul> |
| Workshop Paperwork         | <p>Electronic participant surveys are available through the participant portal at:<br/> <a href="https://ilpathwaystohealth.org">https://ilpathwaystohealth.org</a></p> <p><b>Leader forms can be accessed on the ILPTH Class Leader page at:</b> <a href="#">For Class Leaders - IL Pathways to Health</a></p>  |
| 1 Week Before Session 1    | <ul style="list-style-type: none"> <li><input type="checkbox"/> Virtual workshop- Instructor sends participants the welcome email providing workshop link, Zoom instructions (if applicable), and participant guide explaining how to complete onboarding paperwork.</li> <li><input type="checkbox"/> In-person workshop- Instructor prints out the documents for the workshop.</li> </ul>  |
| 1 Day Before Session 1     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Virtual workshop- Instructors send pre-workshop reminder email with workshop link to platform (i.e., Zoom). Zoom instructions if applicable, and participant guide explaining how to complete onboarding paperwork.</li> <li><input type="checkbox"/> In-person workshop- Leaders email, call or text workshop reminders to participants.</li> </ul>   |
| Before/During each session | <ul style="list-style-type: none"> <li><input type="checkbox"/> Virtual workshop- Send participants reminder email the day before or day of with workshop link.</li> <li><input type="checkbox"/> Fill in the attendance form. Please print legibly or use the electronic form.</li> <li><input type="checkbox"/> Leaders contact participants who miss sessions or do not return for feedback.</li> </ul>   |

|  |   |
|--|---|
| <p>Session 1</p>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Instructors fill in the Attendance Log. Please write legibly or fill in electronically.</li> <li><input type="checkbox"/> Email the attendance log to Joan Fox at AgeOptions at: <a href="mailto:joan.fox@ageoptions.org">joan.fox@ageoptions.org</a></li> <li><input type="checkbox"/> Remind participants to access the ILPTH Participant Portal to complete the Pre-Survey. If paper surveys are used instead, have participants complete Session 1 paperwork and turn in.</li> <li><input type="checkbox"/> In-person workshop- If you will be taking photos, distribute the media release form.</li> </ul>   |
| <p>Last Session</p>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Double-check that the Attendance Log has been filled out accurately.</li> <li><input type="checkbox"/> If virtual workshop- Instruct participants to use the ILPTH Participant Portal to access and complete the Post-Survey.</li> <li><input type="checkbox"/> In-person workshop- Have participants complete and turn in the Post-Survey.</li> <li><input type="checkbox"/> Ensure participants, attendance, and all appropriate documentation (surveys, etc.) have been entered in ILPTH. Once entered, coordinators update the class status in Juniper to “complete”. If you are an independent instructor, send an email to advise the class has completed to Joan Fox at: <a href="mailto:joan.fox@ageoptions.org">joan.fox@ageoptions.org</a></li> <li><input type="checkbox"/> Coordinators/Independent instructors need to fill out the workshop reimbursement request form.</li> </ul> <p><b>Workshop Reimbursement Request Form Link:</b><br/> <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x6x8YvMFHE-xhK5Sa7jK2wpV34eWYJ9DmDfc5AxY2OxURji0VEYxVVRUVFIVTTc0OUlzMzhYQUhTOCQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x6x8YvMFHE-xhK5Sa7jK2wpV34eWYJ9DmDfc5AxY2OxURji0VEYxVVRUVFIVTTc0OUlzMzhYQUhTOCQIQCN0PWcu</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Virtual workshop- Immediately after the last session concludes, email the completed attendance sheet to Joan Fox at AgeOptions at: <a href="mailto:joan.fox@ageoptions.org">joan.fox@ageoptions.org</a></li> <li><input type="checkbox"/> In-person workshop- Immediately after the last session concludes, send all completed paperwork to:<br/> AgeOptions-CONFIDENTIAL<br/> Health Promotion Team<br/> 1048 Lake St., Suite 300<br/> Oak Park, IL 60301</li> </ul> <p>*If workshop is ongoing, the last session is considered Session 16. After Session 16 concludes, start back at top of checklist at the next session (fill in a new attendance log and have all participants complete the evaluation forms).</p> |
| <p>If you have any questions about this process, please contact Joy Aaronson at AgeOptions: <a href="mailto:Joy.Aaronson@ageoptions.org">Joy.Aaronson@ageoptions.org</a></p> |   |