

Bingocize® Data Collection Checklist

Registration	<ul style="list-style-type: none"> <input type="checkbox"/> Leaders or coordinators register workshop in ILPTH. 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: joan.fox@ageoptions.org. <p>Login Link is located on the ILPTH website in the upper right-hand side: https://ilpathwaystohealth.org</p> <ul style="list-style-type: none"> <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. <input type="checkbox"/> Leaders call participants- Introduce the program, what to expect, discuss technology if applicable, etc. <input type="checkbox"/> If virtual workshop- Mail bingo cards if participants will not be using the mobile app (including survey forms and prepaid envelopes will not be using electronic surveys).
Workshop Paperwork	<p>Electronic participant surveys are available through the participant portal in ILPTH at: https://ilpathwaystohealth.org</p> <p>Leader forms can be accessed on the ILPTH Class Leader page at: For Class Leaders - IL Pathways to Health</p>
1 Week Before Session 1	<ul style="list-style-type: none"> <input type="checkbox"/> If virtual workshop- Leader sends participants the welcome email providing workshop link to platform (i.e. Zoom), Zoom instructions if applicable, and ILPTH participant guide explaining how to complete onboarding paperwork. <input type="checkbox"/> In-person workshop- Leaders email, call or text workshop reminder to participants.
2-3 Days Before Workshop	<ul style="list-style-type: none"> <input type="checkbox"/> If virtual workshop- Leader calls participants to explain how to access ILPTH to complete paperwork. If they are struggling, offer to complete the evaluation for them by phone.
1 Day Before Workshop	<ul style="list-style-type: none"> <input type="checkbox"/> If virtual workshop- Leaders send pre-workshop reminder email with workshop link, Zoom instructions if applicable, and ILPTH participant guide explaining how to complete onboarding paperwork.
During and After each session	<ul style="list-style-type: none"> <input type="checkbox"/> Leaders fill in the attendance form. Please write legibly or use electronic form. <input type="checkbox"/> If virtual workshop- Send participants reminder email the day before or day of with the workshop 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. <input type="checkbox"/> Email the attendance sheet to Joan Fox at AgeOptions: joan.fox@ageoptions.org <input type="checkbox"/> Remind participants to complete the Pre-Survey. <input type="checkbox"/> If in-person workshop- If you will be taking photos, distribute the media release form. <input type="checkbox"/> If participants were mailed paper forms, ask participants to mail completed Session 1 forms using the prepaid envelope.

Session 2	<input type="checkbox"/> Repeat all steps with any new participants.
Session 20	<input type="checkbox"/> Double-check that the attendance sheet has been filled out accurately. <input type="checkbox"/> Go through the steps of completing the Post-Survey. <input type="checkbox"/> If participants were mailed paper forms, ask participants to mail completed Post-Survey using the prepaid envelope.
After Session 20	<input type="checkbox"/> Immediately after Session 20 completes, leaders email the completed attendance sheet to Joan Fox at AgeOptions: joan.fox@ageoptions.org <input type="checkbox"/> Leaders or coordinators ensure participants, attendance, and all appropriate documentation (surveys, etc.) have been entered in ILPTH. Once entered, coordinators update the class status in ILPTH to “complete”. <input type="checkbox"/> Coordinators need to fill out the workshop reimbursement request form. Workshop Reimbursement Request Form Link: https://forms.office.com/Pages/ResponsePage.aspx?id=x6x8YvMFHE-xhK5Sa7jK2wpV34eWYJ9DmDfc5AxY2OxURji0VEYxVVRUVFIVTTc0OUlzMzhYQUhT0CQIQCN0PWcu * You may also need to send the completed attendance sheet to your program coordinator. Check with them for clarification.
<p style="text-align: center;">If you have any questions about this process, please direct them to your program coordinator. If you are unclear about who your program coordinator is, please contact Jaime Pena at AgeOptions: Jaime.Pena@ageoptions.org</p>	