

Tomando Program Data Collection Checklist

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| 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 or office form link, or manually register new participants in ILPTH. <input type="checkbox"/> Leaders call participants- Introduce the program, what to expect, discuss technology and need for additional assistance to access virtual platform if applicable. If needed, inform participants a technical assistant will contact them to practice before the first session. <input type="checkbox"/> Mail participants workshop books/materials (including survey forms and prepaid envelopes if participants will not be using electronic surveys). |
| Workshop Paperwork | <p>Electronic Spanish participant forms can be accessed at: First Session Forms (Privacy Policy, Liability Waiver, Registration Form & Pre-Survey): https://forms.office.com/r/Fp99LepMFW Post-Survey: https://forms.office.com/r/j6LnNFmANj</p> <p>Leader forms can be accessed on the ILPTH Class Leader page at: For Class Leaders - IL Pathways to Health</p> |
| 2-3 Days Before Workshop | <ul style="list-style-type: none"> <input type="checkbox"/> Virtual workshop- Leaders and Technical Assistance (TA) practice. <input type="checkbox"/> Virtual workshop- TA calls participants to provide instructions on how to access virtual platform (i.e. Zoom) and utilize its functions if assistance was requested during the initial call to participants. |
| 1 Day Before Workshop | <ul style="list-style-type: none"> <input type="checkbox"/> Virtual workshop- Leaders send pre-workshop reminder email with workshop link to platform (i.e. Zoom), Zoom instructions if applicable, *workshop ID (if paper forms were mailed). <input type="checkbox"/> In-person workshop- Leaders email, call or text workshop reminder to participants. <p>*Workshop ID can be found in the class details section on ILPTH once leader/coordinator registers the participant.</p> |
| 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"/> Send participants Action Plan reminder emails 3 days after workshop session. <input type="checkbox"/> Virtual workshop- Send participants a 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. |

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| Session 1 | <ul style="list-style-type: none"> <input type="checkbox"/> Leader fills in the attendance sheet. Please write legibly or fill in electronically. <input type="checkbox"/> Email the attendance sheet to Joan Fox at AgeOptions: joan.fox@ageoptions.org <input type="checkbox"/> Virtual workshop- Remind participants to complete the Pre-Survey. Explain the evaluation forms to participants following the Evaluation Description Script. <input type="checkbox"/> In-person workshop- Instruct participants to complete Session 1 paper forms. If you will be taking photos, distribute the media release form. <input type="checkbox"/> Virtual workshop- If participants were mailed paper forms, ask participants to mail completed Session 1 forms using the prepaid envelope. Participants will need to include the workshop ID (found in ILPTH) on all forms. |
| Session 2 | <ul style="list-style-type: none"> <input type="checkbox"/> Repeat all steps with any new participants. <input type="checkbox"/> No one is permitted to join the workshop after Session 2, in order to maintain fidelity. |
| Session 6 | <ul style="list-style-type: none"> <input type="checkbox"/> Double-check that the attendance sheet has been filled out accurately. <input type="checkbox"/> In the last 15 minutes of the session, go through the steps of completing the Post-Survey. <input type="checkbox"/> Virtual workshop- Send thank you email to participants with link to complete Post-Survey and workshop ID (found in ILPTH) or manually complete in ILPTH. <input type="checkbox"/> If participants were mailed paper forms, ask participants to mail completed Post-Survey using the prepaid envelope. Participants will need to include the workshop ID (found in ILPTH) on all forms. |
| After Session 6 | <ul style="list-style-type: none"> <input type="checkbox"/> Immediately after Session 6 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. <p>Workshop Reimbursement Request Form Link: https://forms.office.com/Pages/ResponsePage.aspx?id=x6x8YvMFHE-xhK5Sa7jK2wpV34eWYJ9DmDfc5AxY2OxURjI0VEYxVVRUVFIVTTc0OUIzMzhYQUhTOCQIQCN0PWcu</p> <p>* Leaders may also need to send the completed attendance sheet to your program coordinator. Check with them for clarification.</p> |
| <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> | |