

## A Matter of Balance Data Collection Checklist

<p>Registration</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leaders or coordinators register workshops 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 on the upper right-hand side:</b> <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"/> Leaders call participants- Introduce the program, what to expect, discuss technology and inform participants they will receive an email with a link to access virtual platform. Inform participants that virtual platform functions will be covered in Session Zero of the workshop.</li> <li><input type="checkbox"/> Mail participants workshop books/materials (including survey forms and prepaid envelopes if participants will not be using electronic surveys).</li> </ul>
<p>Workshop Paperwork</p>	<p>Electronic participant surveys are available through the participant portal at: <a href="https://ilpathwaystohealth.org">https://ilpathwaystohealth.org</a></p> <p><b>Leader forms can be accessed on the ILPTH Class Leader page at: <a href="#">For Class Leaders - IL Pathways to Health</a></b></p>
<p>2-3 Days Before Workshop</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If virtual workshop- Co-leaders and technical assistant (TA) practice.</li> </ul>
<p>1 Day Before Workshop</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If virtual workshop- Leaders send pre-workshop reminder email with link to virtual platform (i.e., Zoom), Zoom instructions if applicable, PAR-Q and ILPTH participant guide explaining how to complete onboarding paperwork.</li> <li><input type="checkbox"/> In-person workshop- Leaders email, call or text workshop reminder to participants.</li> </ul>
<p>During each session</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leaders fill in the attendance form. Please write legibly or use electronic form.</li> <li><input type="checkbox"/> If virtual workshop- Send participants reminder email the day before or day of with the workshop 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"/> Leaders fill in the Attendance Sheet.</li> <li><input type="checkbox"/> Email the attendance sheet to Joan Fox at AgeOptions: <a href="mailto:joan.fox@ageoptions.org">joan.fox@ageoptions.org</a></li> <li><input type="checkbox"/> Leaders read the Leader/Coach Script and instruct participants to complete the Pre-Survey, PAR-Q, and the Participant Agreement.</li> <li><input type="checkbox"/> If in-person workshop- If you will be taking photos, distribute the media release form.</li> <li><input type="checkbox"/> If participants were mailed paper forms, ask participants to mail completed Session 1 forms using the prepaid envelope.</li> </ul>
Session 2	<ul style="list-style-type: none"> <li><input type="checkbox"/> Repeat <b>all steps</b> from Session 1 with any new participants (including the mailing of forms).</li> <li><input type="checkbox"/> <b>No one</b> may join the workshop after Session 2.</li> </ul>
Session 8	<ul style="list-style-type: none"> <li><input type="checkbox"/> Double-check that the Attendance Sheet has been filled out accurately.</li> <li><input type="checkbox"/> Go through the steps of completing the Post-Survey.</li> <li><input type="checkbox"/> If participants were mailed paper forms, ask participants to mail completed Post-Survey using the prepaid envelope.</li> </ul>
After Session 8	<ul style="list-style-type: none"> <li><input type="checkbox"/> Immediately after Session 8 is finished, leaders email the completed attendance sheet to Joan Fox at AgeOptions: <a href="mailto:joan.fox@ageoptions.org">joan.fox@ageoptions.org</a></li> <li><input type="checkbox"/> Leaders or coordinators ensure participants, attendance, and all appropriate documentation (surveys, etc.) has been entered into ILPTH. Once entered, coordinators update the class status in ILPTH to “complete.”</li> <li><input type="checkbox"/> Coordinators need to fill out the workshop reimbursement request form.</li> </ul> <p><b>Workshop Reimbursement Request Form Link:</b>  <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=x6x8YvMFHE-xhK5Sa7jK2wpV34eWYJ9DmDfc5AxY2OxURij0VEYxVVRUVFIVTTc0OUIzMzhYQUhTOCQIQCN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=x6x8YvMFHE-xhK5Sa7jK2wpV34eWYJ9DmDfc5AxY2OxURij0VEYxVVRUVFIVTTc0OUIzMzhYQUhTOCQIQCN0PWcu</a></p> <p>* You may also need to send the completed attendance sheet to your program coordinator. Check with them for clarification.</p>

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](mailto:jaime.pena@ageoptions.org)