

A Matter of Balance Data Collection Checklist

Workshop Paperwork	<p>Participant and leader forms can be accessed on the ILPTH Leader Resource Page. Password is: leaders1!</p>
Registration	<ul style="list-style-type: none"> <input type="checkbox"/> Register workshop- Sign in to ILPTH to register workshop. <ul style="list-style-type: none"> • Sign-In Link is located on the ILPTH website on the upper right-hand side: https://ilpathwaystohealth.org • Register the workshop by clicking on “Classes” tab and “Add Class.” • If virtual, do not add the class zero in the schedule. Put the class zero date in the public note section. • 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. • If at any time changes need to be made (new dates, different leaders, canceled, etc.) log into ILPTH, update the workshop and save changes. <input type="checkbox"/> Register participants using your own registration process. <input type="checkbox"/> Leaders call participants- Introduce the program, what to expect, discuss technology if applicable, etc. Inform participants that virtual platform functions will be covered in Session Zero of the workshop. <input type="checkbox"/> Virtual workshop- Send participant welcome email with virtual class link, Zoom Instructions (if applicable), and workshop ID (if paper forms are mailed). If using paper forms, mail participants survey forms and prepaid envelopes.
Prior to Workshop Start Date	<ul style="list-style-type: none"> <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). <input type="checkbox"/> Virtual workshop- Leaders and Technical Assistant (TA) practice. <input type="checkbox"/> Virtual workshop- Email pre-workshop reminder with virtual class link and Zoom Instructions (if applicable). <input type="checkbox"/> In-person workshop- Prepare and print workshop documents/materials. <input type="checkbox"/> In-person workshop- Email/call/text workshop reminder to participants.
During/ After each Session	<ul style="list-style-type: none"> <input type="checkbox"/> Leaders fill in the attendance form. Please print legibly or fill in electronically. <input type="checkbox"/> Virtual workshop- Email workshop reminder the day before/morning of workshop with the virtual class 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. Please print legibly or fill in electronically. <input type="checkbox"/> Explain the evaluation forms to participants following the Data Collection Script OR Virtual Workshop Script. <input type="checkbox"/> Participants complete the Registration Packet (Registration Form, Privacy Policy, Liability Waiver), PAR-Q and Pre-Survey using one of the following options: <ol style="list-style-type: none"> 1. Participants who self-registered for the class using the ILPTH website can be sent the Participant Guide to complete required forms on the ILPTH Participant Portal. <ul style="list-style-type: none"> • Note: The PAR-Q is only available via printable/fillable PDF so it must be given in-person or emailed to participants to complete.

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