

# MOMENT OF SILENCE



WE WILL BE OBSERVING A MOMENT OF  
SILENCE FOR THOSE INVOLVED IN THE  
SHOOTING IN TUCSON THIS WEEKEND  
FROM 9:00AM-9:01AM.

THE WEBINAR WILL BEGIN AT 9:02AM.

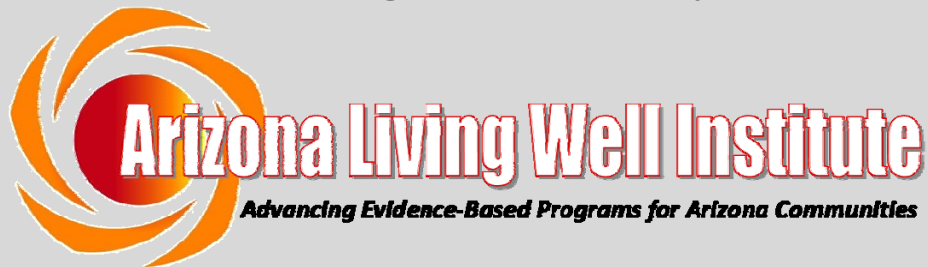
# Where Does the Data Go?



**Melanie Mitros, PhD**  
**Arizona Living Well Institute**

**January 10, 2011**  
**9:00-10:30AM**

Materials and resources provided by Recovery Act CDSMP Data  
Training Webinar May 2010



# Call Etiquette



**This webinar will be recorded and available on the Institute Website under Partner Login after the call.**

**Please remember proper conference call etiquette.**

- **Please place your phone on mute when you are not speaking.**
- **Please do not place our call on hold.**
- **Please ask questions by the question function ONLY until the Q & A portion at the end of the call.**

# Webinar Agenda



- Introduction
- Data Procedures
- AZ Living Well Institute
- NCOA Website
- Questions and Closing

# Recovery Act Healthy Living (CDSMP)



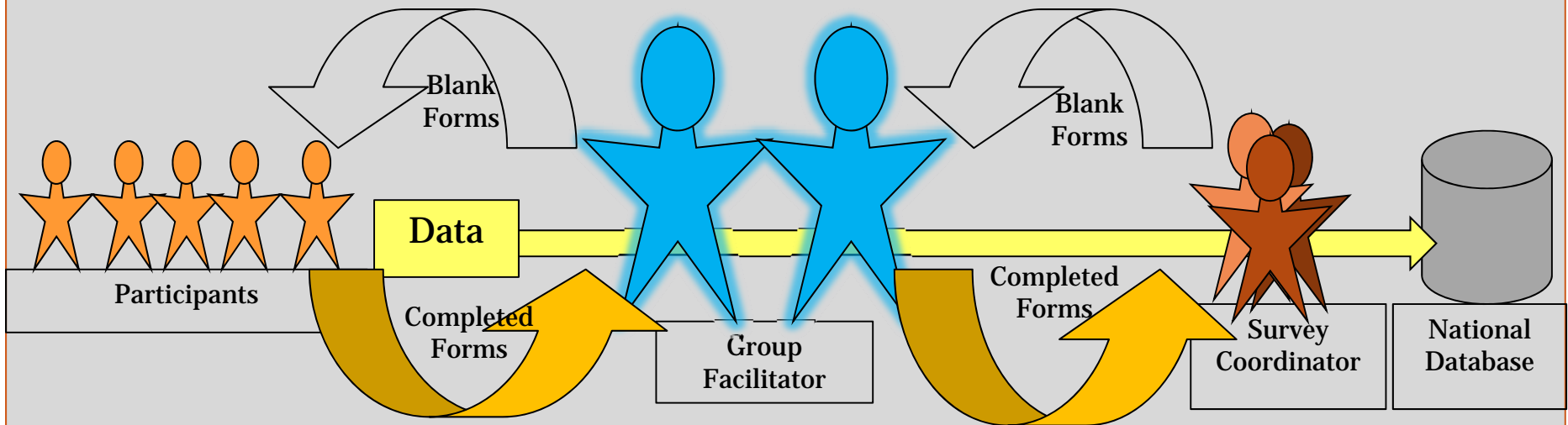
- 50,000 completers by March 31, 2012
  - Arizona – 800 completers
    - ✦ 200 through Yavapai and Pima Counties
    - ✦ 600 new partners throughout the state
- Target underserved communities
- One web-based data entry system for collecting workshop and participant data
- NCOA Website
  - <http://www.healthyagingprograms.com/>

# Standardized Forms – Why?



- Evaluation of progress toward goals
- Collection of core set of reach data
  - Workshop information
  - Participants' demographics
  - Participants' attendance
- Collection of data in uniform manner by states
- Data quality

# Data Roles



# Roles



- **Participant**
  - Provide demographic data about themselves
  - Attend workshop sessions
- **Workshop Facilitator**
  - Distributing forms to participants at the first session
  - Explaining to participants why the data are collected; answering participants' questions or concerns
  - Recording attendance at each session
  - Gathering forms, checking them over for completeness and clarity (clarifying with participants where necessary)
  - Returning completed forms in a timely manner



# Roles continued...



- **Survey Coordinator**
  - Receiving completed forms from the Group Leaders.
  - Checking the returned forms for clarity and completeness, and following up with Group Leaders as needed.
  - Overseeing or performing data entry into the online tool.
- **National Database**

# Survey Packet



- **Workshop Information Form**
- **Two supporting documents**
  - About This Workshop Survey Packet
  - Welcome Letter
- **Five data collection forms**
  - Workshop Information Cover Sheet
  - Participant Consent Letter
  - Participant Information Survey (pre & post)
  - Attendance Log
  - Participant Feedback Survey

# Data Procedures



- **Workshop Facilitator**

1. Retrieve Survey Packet from the Institute
2. Have Participants complete surveys
3. Review surveys as they are completed
4. Return surveys to the Institute after workshop completion
5. Partners/Facilitators decide whether to keep copies

- **Participants**

1. Read & Sign Consent Letter
2. Complete Pre-Participant Information Survey
3. Attend Workshop
4. Complete Post-Participant Information Survey
5. Complete Participant Feedback Survey

# Survey Packets Available



## 1. By Mail

- Specify on Workshop Information Form
- Notify Institute 1 week prior to workshop start date of #

## 2. By Email

## 3. By Website

- Partner Login
  - ✦ Evaluation and Survey Information
    - Workshop Information Form
    - Survey Packet

# AZ Living Well Institute



- **Director**

- Monitor and Track workshop and survey data
- Monitor progress towards state goal
- Generate state reports

- **Survey Coordinator**

- Receive Survey Packets
- Sort and Review surveys
- Enter data into NCOA Portal & Institute Data System
- Generate annual partner summary reports

# NCOA Data Portal



- **Accessible by**
  - Institute Director and Survey Coordinator
  - AZ Living Well Program Manager
  - Lead Mentors
- **Sections**
  - Home Page – progress towards state goals
  - Workshops – details about each workshop and participants
  - My State – target goals, state tracking
  - State Reports – generate multiple reports, export excel spreadsheet



Questions?



**Arizona Living Well Institute**

*Advancing Evidence-Based Programs for Arizona Communities*

[www.azlivingwellinstitute.org](http://www.azlivingwellinstitute.org)