

Data Collection Webinar

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10:00-11:30AM

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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.
- Please do not place our call on hold ... otherwise we will all hear your lovely hold music.
- Please ask questions by the question function ONLY until the Q & A portion at the end of the call.

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Webinar Agenda

- Changes to Website
- Confidentiality Agreement
- Target population
- Data Collection
- Fidelity Checks
- Stipend Requests
- Questions

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Changes to Website

- Interested Partner section
 - Program Partner
 - Supporting Partner
- Partner Login (formerly known as Grantee Login)
 - Use your same login
- Lots of new material!
 - Updated forms
 - Workshops added to the Calendar

www.azlivingwellinstitute.org

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Confidentiality Agreement

- Website Location
 - Partner Login
 - Workshop Leader Resources
- ALL Workshop Participants' personal information should be kept strictly confidential
 - Contact information used for registration
 - (name, phone, address, etc)
 - Health information from the Participant Survey
 - Any other information revealed during the Workshops
- Completed agreement must be received by the Institute to process Stipend Request

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Data Collection

- Why we are collecting this information?
- How we are collecting this information?
- When to return Forms
 - Forms should be **Mailed** to the Institute **within 2 weeks** of session 6 of the Workshop
 - Other options
 - Scan & email
 - Fax as a last resort
- Where to send Forms
 - Melanie Mitros, PhD
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Healthy Living Survey Packet

- **Website Location**
 - Partner Login
 - Evaluation & Survey Information
- **Survey Packet Contains:**
 - Cover Letter – lists each form
 - About this Workshop Survey Packet
 - Workshop Information Form
 - Workshop Cover Sheet
 - Workshop Attendance Log
 - Participant Consent Letter
 - Participant Information Survey
 - Participant Feedback Form
 - Participant Certificate of Completion

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Workshop Information Form

- **Website Location**
 - Partner Login
 - Workshop Leader Resources
 - Evaluation & Survey Information
- **NOW a PDF version that can be completed and submitted electronically!**
- **Must be submitted 6 weeks before the start of a workshop**

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About this Workshop Packet

- **Website Location**
 - Partner Login
 - Evaluation & Survey Information
 - Part of the ARRA-CDSMP Survey Packet
- **General overview of the survey packet including:**
 - Instructions on how each for is duplicated and administered.
 - Script to read to workshop participants regarding the protection of their personal information.
 - Instructions on returning completed packets at conclusion of workshop.

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Workshop Cover Sheet

- **Website Location**
 - Partner Login
 - Evaluation & Survey Information
 - Part of the ARRA-CDSMP Survey Packet
- **1 Cover Sheet per Workshop**
- **Electronic PDF**

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Consent Letter

- **Website Location**
 - Partner Login
 - Evaluation & Survey Information
 - Part of the ARRA-CDSMP Survey Packet
- **1 Consent Letter per participant**
- **Each participant will sign and turn in PRIOR to completing the Participant Survey**

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Participant Survey

- **Website Location**
 - Partner Login
 - Evaluation & Survey Information
 - Part of the ARRA-CDSMP Survey Packet
- **2 Surveys per participant**
 - 1 completed before the start of session 1
 - 1 completed after the end of session 6
- **Stanford Survey**

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Participant Feedback Survey

- **Website Location**
 - Partner Login
 - Evaluation & Survey Information
 - Part of the ARRA-CDSMP Survey Packet
- **1 Feedback Survey per participant**
 - Complete at the end of session 6

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Certificate of Completion

- **Website Location**
 - Partner Login
 - Evaluation & Survey Information
 - Part of the ARRA-CDSMP Survey Packet
- **1 Certificate per participant that attends the workshop**
 - Not just for the “completers”, but for all who are in attendance at session 6

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Fidelity Checks

- **Website Location**
 - Partner Login
 - Implementation & Fidelity Tools
- **Completed during your first Workshop delivery**
 - During session 3 or 4
- **Your mentor will contact you to coordinate**
- **Overview of the Process is available on the Website**

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Stipend Requests

- **Website Location**
 - Partner Login
 - Workshop Leader Resources
- **Remember, stipends are paid per workshop**
 - \$133 per workshop completer up to your target completion number (30 or 50 completers per agency)
 - Agency will receive \$1330 as start-up for the first 10 completers upon submission of W-9 and Stipend Request
- **Complete and Submit W-9 to Institute**
- **Complete “Stipend Request” form**
 - Fax or email to Institute

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Questions?



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