

Data Collection: Readiness Checklist

Department:
Staff Group:
Checklist Completed By:
Implementation Date:

Implementation

Method of Collection:		
<input type="checkbox"/> Paper	<input type="checkbox"/> In Person	
Tools:	# of copies required	Date to be completed
Work-Plan		
<input type="checkbox"/> Flow chart created		
<input type="checkbox"/> Communications to staff		
Training		
<input type="checkbox"/> Data collection		
<input type="checkbox"/> Data entry		
Resources for Data Collectors		
<input type="checkbox"/> Cheat sheet		
<input type="checkbox"/> Demographic Form		
<input type="checkbox"/> Demographic Form – large font		
<input type="checkbox"/> Translated Demographic Forms	/language	
<input type="checkbox"/> Glossary – plain language		
Resources for Patients		
<input type="checkbox"/> Poster		
<input type="checkbox"/> Brochures		
<input type="checkbox"/> Translated brochure – laminated	/language	
<input type="checkbox"/> Translated brochure – electronic		
IT Resources		
<input type="checkbox"/> IT test/demo		
<input type="checkbox"/> Changes finalized		

Post-Implementation

Task	Date to be Completed	Accountability
<input type="checkbox"/> IT issues flagged		
<input type="checkbox"/> Data reports available		
<input type="checkbox"/> Data quality		

Comments