Data Collection: Readiness Checklist

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

Implementation

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

Post-Implementation

Task	Date to be Completed	Accountability
□ IT issues flagged		
□ Data reports available		
□ Data quality		

Comments