Demographic Data Collection Project

Goal: **Demographic Data Collection from XX patients**
Reporting Period:

Legend for 'Status Update'

Good (Low Risk; On Track; No Action Required)
Satisfactory (Some Concerns; Broadly on Track)
Problematic (High Risk; Serious Concerns; Threatening overall Performance)
Not started (Initiative not yet Started)

Major Objectives	Strategies	Deliverables	Lead	Start/End	Status Update			
				Q?-Q?	Q1	Q2	Q3	Q4
1.1 Develop a Demographic Data Collection Methods/Procedures	1.1.1 Identify data collectors and data collection locations 1.1.2 Adapt Tri Hospital+ pilot project methods to initial implementation of demographic data collection 1.1.3 Ensure that patients are not asked questions multiple times 1.1.4 Identify strategies for capturing outpatients 1.1.5 Develop protocols for patients with preference for non-English survey (or translate surveys) 1.1.6 Consider organization-level and patient-level barriers to demographic data collection	1.1 Outline of procedures for collecting socio-demographic information in healthcare settings			☐	☐	☐	☐
	1.2.1 Work with privacy officer and patient records on developing protocols for	1.2.1a Privacy and impact assessment			☐	☐	☐	☐

Major Objectives	Strategies	Deliverables	Lead	Start/End	Status Update			
				Q?-Q?	Q1	Q2	Q3	Q4
1.2 Develop a Demographic Data Collection <u>Data Handling Strategies</u>	collecting, storing, and sharing patient demographic data • How will data be used? • What data can we share and with whom? • Who gets access to the data internally? Externally?	1.2.1b <u>Protocols</u> outlining practices for data handling (collecting, storing, and sharing)			☐	☐	☐	☐
	1.2.2 Guide IT in developing solutions for secure data handling and the integration of demographic data fields into existing systems.	1.2.2 <u>IT solutions</u> for secure entering, storing, and extracting data in compliance with protocols			☐	☐	☐	☐
1.3 Develop a Demographic Data Collection <u>Survey Tool</u>	1.3.1 Review 8 core survey items 1.3.2 Consider inclusion of additional items	1.3 <u>Survey Tool</u>			☐	☐	☐	☐
2. Prepare for Demographic Data Collection	2.1 Review and/or develop communication tools and educational materials for staff and patients	2.1.1. <u>Communications strategy</u>			☐	☐	☐	☐
		2.1.2. <u>Presentations, posters, information pamphlets</u>			☐	☐	☐	☐
	2.2 Identify staff trainers	2.2 <u>Staff training plan</u>			☐	☐	☐	☐
	2.3 Use existing and/or develop training guides to train staff on demographic data collection in hospitals	2.3 <u>Training sessions</u> to prepare staff for data collection • <u>Training materials</u> (videos, guidebook, presentations)			☐	☐	☐	☐

Major Objectives	Strategies	Deliverables	Lead	Start/End	Status Update			
				Q?-Q?	Q1	Q2	Q3	Q4
	2.4 Select location for implementing/piloting demographic data collection model	2.4 List of site(s) for collection of demographic data			☐	☐	☐	☐
3. Plan for applying health equity dimension to patient health outcomes	3.1 Identify current healthcare outcomes being collected within the hospital	3.1 List of outcome indicators to be examined			☐	☐	☐	☐
	3.2 Identify who will use this data- how and where can this data be used and applied?	3.2 Plan for data use			☐	☐	☐	☐
Initial Implementation of Demographic Data Collection by March 31, 2012								
4. Conduct an Implementation Evaluation[i] & Update Demographic Data Collection Model	4.1 Elicit feedback from data collectors on the efficiency and effectiveness of data collection methodology	4.1 Focus groups and online survey for data collectors			☐	☐	☐	☐
	4.2 Analyze patient responses and feedback on the survey tool and demographic data collection methods	4.2 Summary analysis of patient feedback			☐	☐	☐	☐
	4.3 Test the field validity and feasibility of IT protocols for the multiple components of data handling	4.3 Summary review of lessons from IT practices			☐	☐	☐	☐
	4.4 Update data collection model to reflect findings from pilot project	4.4 Revised data collection model			☐	☐	☐	☐

[i] "A form of evaluation that focuses on what happens in a program as it is delivered and documents the extent to which intervention strategies and activities are executed as planned. It requires close monitoring of implementation activities and processes. This type of information can be used to adjust activities throughout a program's lifecycle."- US Department of Education