



Provider Behavior Change Implementation Kit

Adapted Success Case Data Collection Planning Worksheet

Purpose – to provide a general work plan for implementing the Adapted Success Case approach

Ideally, the Facilitator will lead the Steering Committee through the planning process during one of the initial meetings and ask for specific support and resources from each member.

Phase	Action	Resources	Administrator/Contributors	Schedule
<i>Which phase</i>	<i>Describe action to be taken</i>	<i>What time, tools, individuals, materials, etc. are needed and how will they be sourced?</i>	<i>Who is the owner of this action and which individuals will support?</i>	<i>When does this action begin and end?</i>

Tips:

- Working through this plan with members of the Steering Committee helps ensure that everyone contributes where they can, and creates a public accountability for promised actions by members
- When planning for data collection, consider any cultural issues around age, class, gender, or ethnicity and arrange interviewers, focus group composition, and method or timing to accommodate
- If there is time and available access, share the data collection plan with members of the target audiences to uncover issues or concerns you may not be aware of
- Remember to think about both sides of the data collection plan—both how you will reach and engage with the individuals you seek and how you will capture and consolidate the resulting data for analysis