



Provider Behavior Change Implementation Kit

Data Collection Planning Worksheet

Purpose – to create a clear plan across all data sources and methods that will allow you to ensure balance, use resources wisely, and track progress

Investigative Question	Sub-Question	Data Source(s) (who or what)	Sample (which individuals or records)	Method (how)	Administrator (who will manage collection)	Schedule (by when)
<i>Drawn from the Question Matrix</i>	<i>Drawn from the Question Matrix</i>	<i>Who or what sources can help answer the question?</i>	<i>Within those data sources, which individuals or records will you choose?</i>	<i>How will you gather the data? questionnaire? survey? focus group? interview?</i>	<i>Who is responsible for managing data collection related to this question and gathering it for analysis?</i>	<i>What is the timeframe for gathering data?</i>

Tips:

- Be sure that those investigative questions identified as most important to your Steering Committee and stakeholders are given priority in any funding or time constraints
- Ensure that data from any given source is linked to all of the investigative questions it supports – for example, interviews with the supervisors of CHWs are likely to provide input on many different questions, and on questions that cover all four essential factors (expectations, ability, opportunity, and motivation)
- Be sure that the sample and method you choose will support your *Acceptable Evidence Worksheet* targets for each question—for example, if your acceptable evidence is based on a percentage of CHWs reporting, ensure you either reach that percentage of *all* CHWs or that you pull a representative sample so you can generalize with confidence to the larger population
- If a needs analysis loses momentum, it is often in the data collection stage -- ensure Administrators of each data collection method have the resources needed to capture the data, and follow up with them on a regular basis to ensure they stay on schedule