



## Provider Behavior Change Implementation Kit

### Example Data Collection Tracking Tool

**Purpose** – to help you manage the process of data collection, particularly if the effort is large or complex

The methods are known, the instruments are tested, and the individuals who will actually capture the data are ready to get going. How best to keep track of who is collecting what data, by when, and know that the work has been completed? Each Administrator should create a version of this Tracking Tool and share it regularly with the Facilitator, who can combine and track from the overall project perspective. Below is a sample from Cecilia's overall Tracking Tool, with content from one Administrator, the Regional Public Health official, included.

Method	Data Source(s)	Sample	Collector	Schedule	Submitted	Prepared	Validated
Records Review	VHW Records of Metrics	Representative sample	Regional Public Health Official	Begin Week 1 Finished Week 2	Yes, Feb 24th	Yes – spreadsheet capture of data found on records	Cecilia
Records Review	SCHW Records of Metrics	Census	Regional Public Health Official	Begin Week 1 Finished Week 2	Yes, Mar 3	Yes – spreadsheet capture of data found on records	Cecilia