



Michigan Partners on the PATH

Collecting PATH Workshop Data – Step by Step Instructions

Dear PATH Leader,

Thank you for leading this Workshop! Your help in collecting information using the forms described below will enable Michigan Partners on the PATH (MI-PATH) to learn about the people who are taking this workshop, so that we can determine how best to serve all members of the community. We appreciate your help!

I. Overview of Forms

This packet includes all of the data collection forms required for reporting on your Workshop. Each form is described below, and detailed instructions for their use are included.

- Before the Workshop begins...

Step	Form	Purpose	Instructions for use
1	<p>Workshop Registration Form</p> <p>Completed by Leader</p>	To provide all necessary information about the workshop location, dates, and leaders	<p>Fill in all of the fields with details about the workshop you are planning, then email the form, as an attachment, to: MichiganPath@gmail.com.</p> <p>You will receive a reply email with both a Course ID, and a Location ID number to use on the rest of the forms.</p>

- **At Workshop Session #1...**

Step	Form	Purpose	Instructions for use
2	<p>Attendance Log</p> <p>Completed by Leader</p>	<p>To record participant attendance session-by-session</p>	<p>Write the name of each participant on the log. This can be just a first name or nickname.</p> <p>Each participant's line number on the <i>Attendance Log</i> is their Participant Number on the <i>Participant Information Form</i> (see Step #3 below). Enter each participant's number on their <i>Participant Information Form</i> before asking them to complete it.</p> <p>Keep the Attendance Log with your workshop materials and record each person's attendance at each session for all six weeks. Submit it at the end with documents described in Steps 6 & 7.</p>
3	<p>Participant Information Form</p> <p>Completed by Participants</p>	<p>To record basic, non-identifying demographic information about workshop participants</p> <p>NOTE: Please copy this as a single sheet, double-sided</p>	<p>Distribute to participants at the beginning of Session 1 of the workshop along with the <i>Welcome Letter</i> (see Step #4 below), and ask them to complete it fully. <u>Please be sure you have recorded the participant number for each attendee (from the Attendance Log) on the form before handing it out.</u> Collect all the forms, seal them in an envelope, and mail them within 24 hours along with one copy of the <i>Cover Sheet- Participant Information Form</i> described in Step 5.</p>
4	<p>Welcome Letter</p> <p>Distributed by Leader</p>	<p>To provide workshop participants with information about the <i>Participant Information Form</i>.</p>	<p>Distribute to participants at the beginning of the workshop with the <i>Participant Information Form</i> (see Step #4 below), and <u>read the contents aloud to them.</u></p>
5	<p>Cover Sheet- Participant Information Form</p> <p>Completed by Leader</p>	<p>To identify the workshop at which the <i>Participant Information Forms</i> were gathered and the number of participants enrolled</p>	<p>Fill in all of the fields with requested workshop information and use as a cover sheet for the packet of <i>Participant Information Forms</i>.</p> <p>Mail to MDCH within 24 hours of the conclusion of Session 1.</p>

- **At Workshop Session #6...**

Step	Form	Purpose	Instructions for use
6	Evaluation Form Completed by Participant	To record participant feedback regarding their workshop experience	Distribute to participants during Session 6 of the workshop, and ask them to complete the form fully. Collect all the forms and mail them to MDCH within 3 days, along with a completed <i>Workshop Summary Form</i> (see Step #7 below).
7	Workshop Summary Form – Session 6 Completed by Leader	To identify the workshop at which the Evaluation Forms were collected and the number of participants that completed the workshop.	Fill in all of the fields with requested workshop information, including the number of people who enrolled for and completed the workshop, and use the form as a cover sheet for the packet of <i>Evaluation Forms</i> . Mail the entire packet to MDCH within 3 days, following the conclusion of Session 6.

II. **What Group Leaders need to know about the confidentiality of participant information**

Participants are asked to provide some demographic data on the *Participant Information Form*. However, they can be assured that their forms will be protected and there will be no identifying information connected to their responses.

Sample script that Group Leaders should read to the participants regarding the confidentiality of their information:

- We will maintain these forms securely and privately until we send them to Michigan Partners on the PATH (MI-PATH).
- They will enter your information into a database, to be compiled with information from workshop participants across the state. The information stored in the database will *not* include your name or any information that identifies you.
- The hard copy forms will be stored securely by MI-PATH for one year, after which they are destroyed.
- While you may leave any question blank, we encourage you to complete the form fully. Summarized information from all participants helps the program’s state-level coordinator demonstrate how this program is serving people who will benefit the most.

- You are asked to provide your name on the *Attendance Log* so that we can correctly match the participant information with attendance. Your name is not entered into the database at any point in the process and the paper copy of the attendance form is stored securely in a locked cabinet, then destroyed after one year.

III. *What to do with the completed forms*

- Quality Assurance: After participants complete their forms (Sessions 1 and 6) please clarify any unclear responses with participants (blanks, cross-outs, multiple responses when one response is requested, etc.). For Session 1, please check to see that the number assigned to each participant on the *Attendance Log* matches the number you entered on their *Participant Information Form*.
- Forms collected during Session 1: Mail all completed *Participant Information Forms* and the *Cover Sheet-Participant Information Forms* within 24 hours of the end of the first session.
- Forms collected during Session 6: Review the *Attendance Log* to make sure it is fully completed. Mail the *Attendance Log*, *Evaluation Forms*, and *Workshop Summary Form – Session 6* within 3 days of the last session.
- Where to Mail the Forms:
MDCH
Attn: PATH Program, 7th Floor
PO Box 30195
Lansing, MI 48909
- If you have questions or concerns about these forms, please contact a MDCH Arthritis Program staff person:

Karen McCloskey
McCloskeyK@michigan.gov
517-335-1236

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517-335-8402