Worksheet: Measures - Data Collection Plan

Who will do what by when to collect the data we need?

Introduction:

- Before you spend time chasing your tails, it is best to be really clear about what you want to know before you set out to collect data.
- The best way to figure out what data you need to collect is to draw the charts first; then you can see specifically what you need.

Action Steps:

1. Define the (problem, outcome, etc.) question you would like answered. (For example, “Decrease the incidence of hypoglycemia”)
2. Specifically define each term in the question. (For example, “What counts as a hypoglycemia?”)
3. Decide which way it would be best to display the data. For example, using one of the following charts:
   - **Bar Chart**----Used to show comparisons or to show the frequency of a category (such as most frequently asked questions).
   - **Run/Trend Chart**----Used to show a trend over time (such as average phone calls per month).
   - **Pie Chart**----Used to show proportions (such as sources of the phone calls).
4. For a bar or run/trend chart, label each axis. For a run chart, determine the appropriate time period (scope) to document.
5. Determine the following:
   - Who will collect the data?
   - Who will create the visual?
   - By when?
6. Complete the following statement: “This data will help us decide……”

Note: When complete, each visual should have a footnote at the bottom documenting the data source and the methodology used to compile it. For example, if the measure is preventable readmissions, the methods used to determine these readmissions should be delineated.

**DATA-COLLECTION PLAN CHECKLIST**

- It is clear what question the team is trying to answer.
- The team knows the specific data for which it will be looking.
- All of the terms have been specifically defined.