National Council on Aging

Administration for Community Living

National Falls Prevention Grantee Database Webinar

October 13, 2016
ACL/AoA Team

- Shannon Skowronski, Team Lead, Office of Nutrition and Health Promotion Programs
- Kristie Kulinski, Aging Services Program Specialist, Office of Nutrition and Health Promotion Programs
- Phantane Sprowls, Program Analyst, Office of Nutrition and Health Promotion Programs
- Lacey Vaughan, Aging Services Program Specialist, ACL Regions V & VII Office, Chicago
- Dennis Dudley, Aging Services Program Specialist, ACL Region IX Office, San Francisco
- Casey DiCocco, Program Analyst, Office of Nutrition and Health Promotion Programs
National Falls Prevention Resource Center Team

- Kathy Cameron, Senior Director
- Angelica Herrera-Venson, Manager, Data & Evaluation
- Chelsea Gilchrist, Program Associate
- Marissa Whitehouse, Senior Program Specialist
- Ellen C. Schneider, Consultant, Research Scientist, University of North Carolina - Chapel Hill
Sound Generations Team

- Meghan Thompson, IS Specialist
National Falls Prevention Grantee Database

Meghan Thompson
IS Specialist, Health & Wellness, Sound Generations
Overview

- Forms management and data quality assurance
- Using the National Falls Prevention Database (live demo)
- How to get further support
- Q&A
Terminology

- **Program**: An evidence-based falls prevention intervention (Matter of Balance, Tai Chi for Arthritis, FallScape, etc.)

- **Workshop**: A class or group meeting through which a program is delivered to participants.

- **Session**: A meeting of a workshop, e.g., an hour-long class period or an encounter
Terminology

- **Participant:** The people who enroll in the programs
- **Leaders/Coaches:** The people who are trained to deliver the falls prevention programs
Terminology

- **Implementation Sites:** The physical locations where workshops meet or a program is delivered.

- **Host Organizations:** The organizations that sponsor workshops, perhaps hold the license for a program, train or employ leaders, and arrange for the use of implementation sites.
Terminology

- **Required and Optional Fields:**

  Required fields capture those data elements that are included on the OMB-approved data collection forms. They are required in the sense that they must be included on the data collection forms presented to participants, but participants are free to leave any blank.
Terminology

- Required and Optional Fields:

  Optional fields capture those data elements that grantees may wish to collect over and above the grant-required data elements. Optional fields can be added to the database. Those that have are annotated with “(optional)” as part of the field label. These fields are not included on the OMB-approved data collection forms, but you may add them to the version that you use.
### Terminology

- Optional fields are marked in the database as shown below:

<table>
<thead>
<tr>
<th>New Participant</th>
<th>Save and New</th>
<th>Save and Finish</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant ID.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available</td>
<td></td>
<td>Chosen</td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African American</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chronic Condition</td>
<td></td>
<td>Chosen</td>
<td></td>
</tr>
<tr>
<td>Available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthritis / bone / joint disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breathing / lung disease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depression</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip Code (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Chronic Condition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Referral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Alone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Terminology

Current set of Optional Fields

On Participant record:
- Zip Code
- Insurance (forthcoming)

On Workshop record:
- Workshop Language (select English or Spanish)
- Workshop Language Other (text field)

On Pre and Post Survey record:
- Timed Up & Go score (seconds)
- Chair Stand score (reps)
Forms Management

• Data Collection Forms
  – Participant Information Form (pre-program)
  – Participant Post Program Survey
  – Attendance Log
  – Falls Program Information Cover Sheet
  – Host Organization Form

• Forms can be found at:
Forms Management

Consider data privacy agreements

Consider forms retention policy

- Will leaders or staff at workshop sites make and keep photocopies before submitting originals for data entry?
- How and where are forms stored?
- How long will you keep them before destroying them?
Forms Management

Submitting forms for data entry:

- Will leaders/coaches keep all forms until completion of workshop?
- Or, will leaders/coaches send pre-workshop forms in after first session and remaining forms when workshop is done?
Forms Management

Consider how to handle missing forms. Leaders/coaches or site coordinators should communicate to the data entry staff that any expected forms are missing.

- Leaders/coaches may include an inventory sheet with each packet
- Leaders/coaches may staple together pre- and post-survey forms, and make a notation on sets with missing forms

**Missing Attendance Logs:** Omit workshops with NO Attendance Log from the database.
Forms Management

Our recommendations

Leaders/coaches or site coordinators:
- Keep the forms together for a given workshop from its start date to its end date, except for long duration programs such as Tai Chi and SAIL.
- Submit all forms together for a given workshop for data entry as soon as possible after completion of a workshop, and at least within 2 weeks of its end date.
Forms Management

Our recommendations

Data entry person:

- Review forms when received to be sure packet is complete -- that is, all expected forms are included, and participant IDs match across all forms.
- Follow up promptly with leaders/coaches or site staff to clarify any issues.
- Enter forms into the database as soon as possible.
Data Quality Assurance

Leaders/Coaches are first line of QA

- They are able to check forms as they collect them, clarify questions with participants right away.

Data entry staff are the second line of QA

- Have a system for managing the flow of forms (e.g., a checklist).
- Watch for unclear responses on the forms and have a consistent method to handle them.
- If you cannot get clarification, leave unclear responses blank.
Live Demo of the National Falls Prevention Database

ncoa.org/fallsdata
Reducing Missing Data

1. Make a priority building in time, taking advantage of Session ‘0’
2. Assist participants - consider literacy and cognitive challenges, including LEP participants
3. Offer workshop leaders help
4. Review script during training, emphasize the value of feedback to future funding, programming etc.
5. Build excitement for data by sharing feedback with implementation sites/partners
6. Check forms on-site
Next Steps

1. Complete a form identifying your users with name, organization, and email address, so that your database accounts can be created.
   • Grantees may have up to 3 concurrent user accounts covered by the grant. User accounts can be reassigned as needed.
   • Additional users (for 4 or more concurrent accounts) can be added at the cost of $200/user/year.
Next Steps

2. Optional: If you already have identified any Host Organizations, Implementation Sites, and Leaders, complete a spreadsheet template with those details. Sound Generations can preload this data to your database.
Using other databases

Avoid double data entry work!
Contact Sound Generations for assistance...

• If you are using another database for primary data entry. We can work with you to import data from another database. (Note: Otago database is exported to the National Falls Prevention Database on a monthly basis.)

• If you are using the National Falls Prevention Database for primary data entry. You can export data from this system to import into a different system.
Additional Questions

Please send your questions to:
falls_data@ncoa.org