

Instructions for Using the Data Collection Plan Tool

Make as many copies as you need for your workgroup to complete this task. The process for completing the Data Collection Plan Tool is as follows:

1. Starting at the left side of the tool, in column 1, write down the behaviors and/or determinants about which you want to gather information.
2. In column 2, write down what kind of information and data you need to get to help you have a clear understanding of these behaviors and determinants for your priority population in your community.
3. In column 3, note whether this is existing data or if you'll have to collect new data.
4. In column 4, describe who responded to each type of assessment.
5. In column 5, specify who will be responsible for collecting the data and by when.
6. After you complete the tool, print for your records and/or submit to the Training and Technical Assistance Department at the SC Campaign for feedback.

Fill in all the information you can. Proceed even if you don't have all information to fill in the plan that you need. Gaps may reveal what you need to fill in to get what you want.

Data Collection Plan

List the Behaviors and related Determinants that need to be assessed.	What kind of data can we get to explain these factors?	Will this data be New or Existing?	Briefly describe where we will access this information.	Who is responsible for data collection? By when?