

Class Data

Collection

Checklist



Before the first class:

- Send out the Eligibility Form to each participant along with the yearlong schedule of classes
- Send out the Participant Agreement Form

During the first class:

- Collect Eligibility Forms from each participant
- Collect all Participant Agreement Forms
- Take attendance
- Record each participant's weight before class begins

After each class:

- Enter Eligibility Form data into Compass. (*Before or after the first class!*)
- Enter attendance into Compass
- Enter weight into Compass
- Enter minutes of physical activity, as applicable, into Compass

Once per month:

- Review the NDPP Data Dashboard in Compass to assure data is on track for recongition

At six months:

- Consider giving each participant a 6-month satisfaction survey
- Export and review Compass data

During the last class:

- Give out a Certificate of Completion to eligible participants
- Give out information on other evidence-based programs available on www.livingwell.utah.gov
- Consider giving each participant a final satisfaction survey