DATA COLLECTION TIP SHEET

Steps for Data Collection Planning:

1. **Begin by answering these key questions:**
   - What question do we need to answer—that is, why are we collecting this data?
   - What data analysis tools do we envision using to display the data after we have it? (E.g., run chart, graph, Pareto chart)
   - What type of data do we need to construct this tool and answer the question?
   - Where in the process can we collect this data?
   - Who in the process can provide this data?
   - How can we collect this data from these people with minimum effort and chance of error?
   - What additional data do we need to capture for future analysis, reference, and traceability?

2. **Keep the following points in mind when planning for data collection**:
   - Seek usefulness, not perfection! Remember, data for improvement is different from data for research.
   - Data recording must be easy. Try to build it in to the process under study.
   - Use sampling as part of the plan to collect the data.
   - Design data collection forms with the collector's needs in mind.
   - Minimize the possibility of errors.
   - Provide clear, concise directions.
   - Use existing data whenever possible.

3. **Develop your plan by answering the following questions:**
   - What data will be collected? (e.g. Qualitative or Quantitative)
   - Who will collect the data?
   - When will the data be collected? (e.g. Frequency)
   - Where will the data be collected?
   - How will the data be collected?
   - Where will the data be stored?

4. **When you have developed a method to collect the data:**
   - test it with a few people who will be collecting the data
   - incorporate their ideas for improving the data collection plan.

5. Be aware of **the cost of collecting the data relative to the benefit** gained from having the data.

6. **Teach** all the data collectors how to collect the data correctly.

7. **Record** what went wrong during the data collection so that learning can take place.

8. **Share** relevant analysis and reports, so individuals can understand the importance of the data collection.

9. **Audit the data** as it comes in for accuracy and completeness. Correct errors early.

Here are some websites that you might find helpful in terms of population health data:

- Health Equity Data for Ontario-information related to health inequities as well as other health equity-associated factors such as: income, social status, race, gender, education and physical environment: https://www.publichealthontario.ca/en/Data-and-Analysis/Health-Equity
- Public Health Data: https://www.publichealthontario.ca/
- Statistical Data: https://www150.statcan.gc.ca/n1/en/type/data
- ICES Data

Community Mental Health Addiction and Other Data Sources (External and Internal):

- Ontario Common Assessment of Need (OCAN)
- Ontario Perception of Care (OPOC)
- Global Appraisal of Individual Needs (GAIN)
- Literature
- Benchmarking
- Client & Family Advisory Committee
- Experience Based Design
- Client Management System
- Incident Reporting
- Complaints
- Employee Engagement. Satisfaction
- Human Resources: sick time, turnover, training etc.

References/Resources:

IHI (2004). Simple Data Collection Planning. (Boston, MA). http://www.ihi.org/resources/Pages/Tools/SimpleDataCollectionPlanning.aspx Accessed 29.07.2016

Ontario Health Teams: Data Supports Guidance Document (gov.on.ca)

Canadian Institute for Health Information | CIHI

How We Measure Health Quality - Health Quality Ontario (HQO) (hqontario.ca)

http://www.e-qip.ca

For more information, please send us an email at: quality@e-qip.ca