Shared Care Shared Measures: Checklist

| **Phase** | **Task** |
| --- | --- |
| Project Proposal | [ ]  | Identify which Shared Care Outcomes align with your project – record on page 4 of the [*Project Intake Form*](https://sharedcarelearningcentre.ca/initiating/). *We suggest aiming for 3–4 outcomes.* |
| Evaluation / Measurement Planning | [ ]  | Consult the [*Shared Measures Quick Reference Guide*](https://sharedcarelearningcentre.ca/wp-content/uploads/2021/10/SCC-Shared-Measures-Quick-Reference-Guide-ID-1048024.pdf) and identify which shared measures corresponds to the Shared Care Outcomes selected for your project. |
| [ ]  | Determine the data collection method for each measure. |
| [ ]  | Determine all data collection methods and collection time points for the project. *Note: Shared measures that are survey questions are designed specifically as a post-project or post-intervention survey question only.* |
| [ ]  | Integrate the strategy into the project’s Evaluation Plan. *We suggest adding your data collection plan to the Evaluation Framework section of the* [*Evaluation Plan Template*](https://sharedcarelearningcentre.ca/evaluating-monitoring/)*.* |
| [ ]  | Submit Evaluation Plan to Shared Care at time of project proposal OR online via [*Shared Care Quarterly Report*](https://c0abr823.caspio.com/dp/1c9f5000ee1c293489874a1b8dd2)*.* |
| Instrument Development & Data Collection | **For shared measures collected via survey (the majority are collected in this way):** |
| [ ]  | Create the survey. Be sure to include both relevant measures from the list of shared measures and questions that are unique to your project. |
| [ ]  | Determine how the data will be collected – via an online platform (i.e. SurveyMonkey, CheckBox, etc.), via paper (at conclusion of in-person events, in waiting room or clinic office, etc.) or verbally (over the phone, in a meeting, etc.). |
| [ ]  | Administer survey. |
| **For shared measures sourced from administrative data:** |
| [ ]  | Determine the process of accessing the data, the time points that it will be reviewed, and how it will be analyzed. |
| [ ]  | Conduct data review. |
| Data Submission | **Survey data:** |
| [ ]  | * Extract raw data table from survey platform.
* Delete data that are not shared measures including personal identifiers, and project-specific data. Leave only columns containing shared measures.
* Save the cleaned data table as Comma-separated Values (.csv) or Excel Workbook (.xls or .xlsx).
* Attach file(s) with your [*Shared Care Quarterly Report*](https://c0abr823.caspio.com/dp/1c9f5000ee1c293489874a1b8dd2).
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| **Administrative data:** |
| [ ]  | * Format data as specified in the [*Shared Care Shared Measures Quick Reference Guide*](https://sharedcarelearningcentre.ca/wp-content/uploads/2021/10/SCC-Shared-Measures-Quick-Reference-Guide.pdf)
* Save the cleaned data table as Comma-separated Values (.csv) or Excel Workbook (.xls or .xlsx).
* Attach file(s) with your [*Shared Care Quarterly Report*](https://c0abr823.caspio.com/dp/1c9f5000ee1c293489874a1b8dd2).
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| Project Reporting | [ ]  | Analyze and summarize results in Final Project Report.*As shared measures are one component of your evaluation strategy, analysis and reporting of the data should be included in the project’s final report. There is no need to report shared measures data separately in your project final report.* |