

Enabling Services Readiness Assessment

READINESS CHECKLIST

- Notify senior leaders, MIS and enabling services managers of data collection project. Give an overview presentation whenever possible. Senior leaders should be committed to and supportive of project.

DATE OF PRESENTATION _____

- Determine ES department for pilot data collection

DEPARTMENT _____

- Set “go-live” date for implementation of data collection

DATE _____

- Carry out needs assessment

DATE _____

- Develop ES template

DATE _____

STAFF TRAINING

- Train designated ES staff for pilot data collection

DATE _____

- Train designated data analyst for data cleaning, validation and analysis

DATE _____

VERIFY ES TEMPLATES READINESS

- If your template is on an EMR, check that it is working properly by completing a few test encounters
- If your template is on an EMR, check that all the variables on your template crossed over for analysis
- If your template is on paper, provide staff with enough templates
- If your template is on paper, determine who will collect the templates and how often they will be collected
- If your template is on paper, prepare your ES database to capture all necessary data
- If your template is on paper, determine who will enter the data and who will monitor for accuracy

REVIEW YOUR DATA VALIDATION AND ANALYSIS PLAN

- Assign a designated staff for data validation, analysis and reporting

STAFF _____

- Determine how the accuracy of the data will be monitored

STAFF AND FREQUENCY _____

- Determine how often it will be pulled for analysis and reporting

FREQUENCY _____

- Determine who will receive the finalized ES reports

STAFF AND DEPARTMENTS _____

OTHER

- _____