



# Data Collection Checklist

Benchmark #3 is about collecting on all of the ways that organizations can learn what barriers employees have to meeting employee healthy lifestyle goals, what employees are doing to that end and in what ways employees need support from the organization. What types of data should you be collecting to determine the wants and needs of your population? Beyond biometrics and health risk data, this new toolkit will help you determine what information you need to know to help employees live better lives and create the organizational culture that you want.

<b>Step 1: Identify the Issue Being Addressed (Purpose of Survey)</b>	
	Define the survey topic
	Identify the target population/stakeholders
	Link survey topic to logic model or organization outcomes
<b>Step 2: Create the Survey</b>	
	Determine survey methodology (quantitative, qualitative, mixed)
	Determine measurement scale (true/false, Likert scale, etc.) and response options (closed- or open-ended, true/false, etc.)
	Determine survey time period(s) and frequency
<b>Step 3: Data Administration</b>	
	Determine communication cadence
	Determine how survey will be administered (in-person, electronically, etc.)
	Address data transparency
<b>Step 4: Data Collection</b>	
	Identify/recruit research participants
	Ensure data collection aligns with local ethics, privacy and protection laws, and policies
	Maintain data in central repository (database) for analysis
<b>Step 5: Data Analysis and Interpretation</b>	
	Analyze data using quantitative methods (correlations, means, totals, etc.)
	Analyze data using qualitative methods (themes, codes, trends, etc.)
	Determine how to display data
<b>Step 6: Share Results</b>	
	Share the data and the interpretation
	Discuss the action plan (next steps, opportunities, challenges)
	Seek input on results