COLLECTING YOUR DATA

The following is a tool to help your practice quickly identify the best way to collect data to better understand immunization rates and improve immunization coverage.

After completing your aim statement, your practice-change team should work with the following people to complete this worksheet:

1. The person who knows the most about collecting/pulling data from the primary data source (ie, EMR or IIS)
2. The person who will be responsible for collecting/pulling the data monthly (or at intervals of your choosing)
3. The physician lead for your initiative

Fill in the following:

Aim statement: ____________________________________________________________

Practice-change team members: ____________________________________________

Person who will collect/pull data: __________________________________________

STEP 1 CLEARLY DEFINE YOUR OUTCOME

To measure whether you meet your improvement goal (ie, achieve your project aim statement), it is important to clearly define your outcome. Select one of the options below or define your own.

□ OPTION 1: OUTCOME: Childhood immunizations up-to-date by age 2 years
   DEFINITION: % of children age 2 who had 4 DTaP / 3 IPV / 1 MMR / 3 (or 4) Hib / 3 HepB / 1 VAR / 4 PCV by their 2nd birthday

□ OPTION 2: OUTCOME: Adolescent immunizations up-to-date by age 13 years
   DEFINITION: % of adolescents age 13 who had 1 MenACWY / 1 Tdap / completed HPV series by their 13th birthday

□ OPTION 3: Create your own.
   OUTCOME: ____________________________________________________________
   DEFINITION: __________________________________________________________
### COLLECTING YOUR DATA

#### STEP 2  IDENTIFY YOUR BASELINE AND MONTHLY DENOMINATORS

A denominator defines the total population you are measuring. You will need to identify a denominator when collecting **baseline data** and a similar denominator when collecting **monthly data** to measure progress. Complete one of the charts below.

*If your practice-change initiative will focus on childhood immunizations up-to-date by age **2 years**, select one of the options below or create your own:*

<table>
<thead>
<tr>
<th>□ OPTION 1</th>
<th>Denominator – Baseline</th>
<th>Denominator – Monthly Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>The number of children who turned two years in the past 6 months* who had a <strong>well</strong> visit.</td>
<td>The number of children who turned two years in the past month who had a <strong>well</strong> visit.</td>
<td></td>
</tr>
<tr>
<td>□ OPTION 2</td>
<td>The number of children who turned two years in the past 6 months* who had <strong>any</strong> visit to your office (sick or well).</td>
<td>The number of children who turned two years in the past month who had <strong>any</strong> visit to your office (sick or well).</td>
</tr>
<tr>
<td>□ OPTION 3</td>
<td>The number of children who turned two years in the past 6 months* who you consider part of your <strong>active patient panel</strong>.</td>
<td>The number of children who turned two years in the past month who you consider part of your <strong>active patient panel</strong>.</td>
</tr>
<tr>
<td>□ OPTION 4</td>
<td><strong>Create your own</strong></td>
<td><strong>Create your own</strong></td>
</tr>
</tbody>
</table>

*If your practice-change initiative will focus on adolescent immunizations up-to-date by age **13 years**, select one of the options below or create your own:*

<table>
<thead>
<tr>
<th>□ OPTION 1</th>
<th>Denominator – Baseline</th>
<th>Denominator – Monthly Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>The number of children who turned 13 years in the past 6 months* who had a <strong>well</strong> visit.</td>
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<td>□ OPTION 4</td>
<td><strong>Create your own</strong></td>
<td><strong>Create your own</strong></td>
</tr>
</tbody>
</table>

* Your practice-change team can determine the period of time you would like to collect baseline data for (eg, 3 months, 6 months, 12 months, etc.)
COLLECTING YOUR DATA

STEP 3 DEFINE YOUR NUMERATOR

Your numerator will be the number of individuals from the denominator who meet the definition requirements outlined in Step 1. Select one of the options below or create your own.

☐ OPTION 1: OUTCOME: Childhood immunizations up-to-date by age 2 years
   NUMERATOR: Number of children from the denominator who had 4 DTap / 3 IPV / 1 MMR / 3 (or 4) Hib / 3 HepB/ 1 VAR / 4 PCV

☐ OPTION 2: OUTCOME: Adolescent immunizations up-to-date by age 13 years
   NUMERATOR: Number of adolescents from the denominator who had 1 MenACWY / 1 Tdap / completed HPV series

☐ OPTION 3: Create your own.

   OUTCOME: __________________________________________________________

   NUMERATOR: ________________________________________________________

STEP 4 IDENTIFY YOUR DATA SOURCE

Select a single data source that you will use to collect your baseline AND monthly data.

☐ OPTION 1: Registry/IIS

☐ OPTION 2: EMR

☐ OPTION 3: Other: ____________________________________________________

STEP 5 DEVELOP A PLAN FOR COLLECTING BASELINE DATA

Who will collect baseline data? ________________________________________

How will they collect baseline data? Describe (eg, run reports from EMR/IIS, etc.): ______________________________________________________

By when? __________________________________________________________

Who will they share the baseline data with? ____________________________

How will they share this data? Describe (eg, spreadsheet, run chart, etc.): ______________________________________________________
**COLLECTING YOUR DATA**

**STEP 6** DEVELOP A PLAN FOR COLLECTING MONTHLY DATA

Who will collect monthly data? ____________________________________________________________

How will they collect monthly data? Describe (eg, run reports from EMR/IIS, etc.): ____________________________________________________________

How often? Insert the frequency of data collection, ie, monthly: ____________________________________________________________

Who will they share the monthly data with? ____________________________________________________________

How will they share this data? Describe (eg, spreadsheet, run chart, etc.): ____________________________________________________________

**STEP 7** COMPLETE THE CHART BELOW. *This shows all your consolidated information.*

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Measure Definition</th>
<th>Numerator</th>
<th>Denominator – Baseline Data</th>
<th>Denominator – Monthly Data</th>
<th>Data Source</th>
<th>Baseline Data Collection</th>
<th>Monthly Sampling Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Identified in Step 1)</td>
<td>(Identified in Step 1)</td>
<td>(Identified in Step 3)</td>
<td>(Identified in Step 2)</td>
<td>(Identified in Step 2)</td>
<td>(Identified in Step 4)</td>
<td>(Identified in Step 5)</td>
<td>(Identified in Step 6)</td>
</tr>
</tbody>
</table>

- [ ] Registry/IIS
- [ ] EMR system
- [ ] Other:
  - * Choose only one data source

**STEP 8** MONITOR DATA OVER TIME. *Consider graphing your data using a line graph or run chart.*

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