**OEP Data Collection (Group Sessions)**

Session 0:

* Complete the screening/assessment:
	1. 3 questions
	2. Physical Assessment
* Please document these results on the “Otago Exercise Program Session 0 Assessments” page
* Participants should complete the participant information form (Pre-survey)
* Please fill out the attendance sheet with all participant names
* Note that the # next to their name on the attendance sheet is their Participant ID#
* **Participant ID # should be written at the top of the Pre-survey and the assessment tracking sheet**

For Session 1:

* Any participants who did not attend session 0 would ideally complete the assessments and pre-survey
* Provide the participants with their Participant Manuals

For the last session:

* Please have participants fill out a post-survey form
* **The participant ID # should be written at the top of the post-survey form (this is the # next to their name on the attendance sheet).**
* If there is time to complete re-assessment of the physical assessments you can document results under the on their “Otago Exercise Program Session 0 Assessments” paper from session 0

For all sessions:

* Please identify in the attendance log when the participant was seen for an in-person Otago focused session.

**After Sessions are completed please submit the following:**

* + - Host/Implementation Organization Information Form
		- Falls Prevention Program Information Cover Sheet
		- Attendance Log
		- Participant Information Form (pre-survey)
		- Post-survey
		- Otago Exercise Program Session 0 Assessment Tracking document

**Via email** directly to Brittany Gambini, SBM's Falls Prevention Coordinator, at: brittany.gambini@stonybrookmedicine.edu

**OR via mail** to Kristi Ladowski:

Kristi Ladowski – Injury Prevention and Outreach Coordinator

Stony Brook Trauma Center
Stony Brook University Hospital
HSC T18-040
Stony Brook, NY 11794-8191

**OR via electronic submission:**

SBM has translated all of the ACL documents to electronic surveys that can be emailed directly to your participants, so that the information is automatically saved in excel format, making it easy to send data reports to SBM. If you are interested in learning more about electronic data submission, please contact Kristi Ladowski, Co-PI at: kristi.ladowski@stonybrookmedicine.edu.