

SAIL Data Collection Tips

For Session 1:

- 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 participant information form (Pre-survey)**
- Participants should also be provided with the participant agreements
- Make sure all participant agreements are collected and signed - Please save this paperwork, it does not need to be sent in but should be collected to ensure completion

For Session 12:

- **Make sure all participant agreements are collected and signed before they engage in exercises** (Please save this paperwork – it does not need to be sent in but should be collected to ensure completion prior to beginning exercise in session 3).

For Session 24 (at Week 12):

1. 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).**

For all sessions:

- Please mark an X in each session that a patient attends to keep accurate attendance

After Sessions are completed please send the following:

- ✓ Host/Implementation Organization Information Form
- ✓ Falls Prevention Program Information Cover Sheet
- ✓ Participant information form (pre-survey)
- ✓ Participant post program survey form
- ✓ Attendance Log

Via email directly to Kristi Ladowski, Stony Brook Medicine's Associate Director of Injury Prevention and Program Integration, at: FallsFree@stonybrookmedicine.edu

OR via mail to

Kristi Ladowski – Injury Prevention and Program Integration
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. If you are interested in learning more about electronic data submission, please contact Kristi Ladowski at: kristi.ladowski@stonybrookmedicine.edu.

PARTICIPANT COMPLETER REMINDERS:

To ensure fidelity and that participants receive full benefits of the program, it is important that implementation sites understand the minimum attendance requirements for participants to be considered program completers.

- The SAIL program is a 55-minute class session conducted **2-3 times per week**.
- While the SAIL program is intended to run as a continuous 52-week program, it is recommended that the SAIL program run in **12-week blocks** to allow for increased participation, retention of participants, and leader/participant satisfaction.
- Of the minimum 24 SAIL classes, a completer of the SAIL program would need to attend **18 of the 24** (75%) sessions.
- Make every effort to reschedule missed sessions to ensure the full benefits of the program. Stay in regular communication with your participants and the host site about schedule changes. Have a backup plan in place for unexpected cancellations before classes begin.

DATA REPORTING REMINDERS:

- A 12-week SAIL program that meets at least 2 times a week can count as 1 workshop.
- Participants should take the baseline survey and fitness checks within the first 2 weeks of the program.
- At the 12-week mark, participants should take the post-program survey and fitness checks.
 - Fitness checks are a mandatory aspect of the SAIL class, although not a mandatory requirement for ACL.
 - These fitness checks should be assessed once every 3 months and documented by the leader with the attendance sheet.
- If the program continues for another 12 weeks, previous participants do not need to take the baseline survey and fitness checks since they already have one on record. Rather, use the original baseline results for the repeat participant and conduct fitness checks/post program survey every 12 weeks thereafter.
- Only brand-new SAIL participants should receive the baseline survey and fitness check on boarding.
- It is imperative to keep accurate attendance, especially for on-going programs, using the participant ID consistently across all reporting measures.

For more information, please visit: [Evidence-Based Program: Stay Active & Independent for Life \(SAIL\) Program](#)

For copies of data paperwork please visit [NCOA's Website](#).