

## Do's and Don'ts for Modifying CDSME Data Collection Forms

The following guidelines are designed to help Administration for Community Living (ACL) Chronic Disease Self-Management Education (CDSME) grantees understand what can and can't be changed on the required ACL data collection tools.



While all ACL CDSME grantees must collect certain required data elements, some grantees may opt to collect additional workshop and/or participant information. There are many gray areas, however, so the following guidance is not prescriptive. **We request that you submit any proposed revisions to your ACL Program Officer and NCOA Technical Assistance Liaison as soon as possible and before commencing data collection.**

ACL and the National CDSME Resource Center are committed to making the data collection process as manageable as possible for grantees. Please read through the following “Do’s and Don’ts” before submitting your forms for review.

### DO

- **Submit any modified versions of the data collection tools to your ACL Program Officer and NCOA Technical Assistance Liaison for their review and approval before using them.** Be sure to track and highlight any changes you have made.
- Add any required questions to pre-existing forms as long as they adhere to other standards set forth in this document. Your points of contact at ACL and NCOA will determine whether or not the information on your pre-existing forms can be intermingled with the required data elements or if it should be collected on a separate page(s).
- Add your organization’s name, logo, and tailor the forms to fit your organization’s preferred formatting.
- Add any “optional” questions to your forms, such as health insurance status (forthcoming) that are in the CDSME National Database, if you find them useful. These optional questions can be entered into the CDSME National Database and are marked as “optional” in the form fields in the database.

- Continue collecting data from the previous data collection tools, if you found them to be important for your evaluation purposes. However, these should be entered in an independent database, as they will not be available for entry into the CDSME National Database after January 1, 2017.

### DON'T

- Do not remove the OMB reference #, expiration date, or Paperwork Reduction Act statement from your forms.
- Do not change the wording of the required questions.
- Do not change the wording of any answer options for any required questions, and do not add any new answer options.
- Do not change the order in which the required questions are presented.
- **Do not forget to send the ‘modified’ data collection forms to your ACL Program Officer and NCOA Technical Assistance Liaison before commencing data collection!**

#### About NCOA

*The National Council on Aging (NCOA) is a respected national leader and trusted partner to help people aged 60+ meet the challenges of aging. Our mission is to improve the lives of millions of older adults, especially those who are struggling. Through innovative community programs and services, online help, and advocacy, NCOA is partnering with nonprofit organizations, government, and business to improve the health and economic security of 10 million older adults by 2020. NCOA directs the ACL-funded National CDSME Resource Center. Learn more at [ncoa.org](http://ncoa.org)*

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