Guidance for Navigating the National Falls Prevention Database Webinar

Administration for Community Living
National Council on Aging

PRESENTERS

Donna Bethge, Tia Crayton, Meghan Thompson

June 17, 2021

Webinar Overview

1. Welcome from NCOA & ACL

2. Database Overview & Terminology

3. Data Collection Forms

4. Privacy & Security

5. Forms Management & Data Quality Assurance

6. Live Demo: Using the National Falls Prevention Database

7. Next Steps

8. Questions and Answers

Speakers

Donna Bethge, Administration for Community Living/Administration on Aging

Tia Crayton, Data Management and Evaluation Specialist, Center for Healthy Aging, NCOA

Meghan Thompson, Data Manager, Health & Wellness Department, Sound Generations

Importance of Data Collection

- Evaluate grantee performance

- Determine program reach and participant demographics (i.e., ethnicity, age, gender)

- Report participant outcomes to determine the impact and value of the programs

- Conduct research

Data Collection Grant Requirements:

- Funding opportunity announcement notes that grantees must "Collect required program data…by way of ACL's specific data collection forms."

- Data should be reported within 30 days of program completion.

- Grantees should train local coordinators, workshop leaders, etc. on data collection practices and use of forms

National Falls Prevention Database – By the #'s

132,790
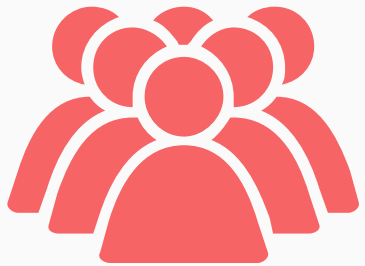
Program
Participants

11,098

Workshops

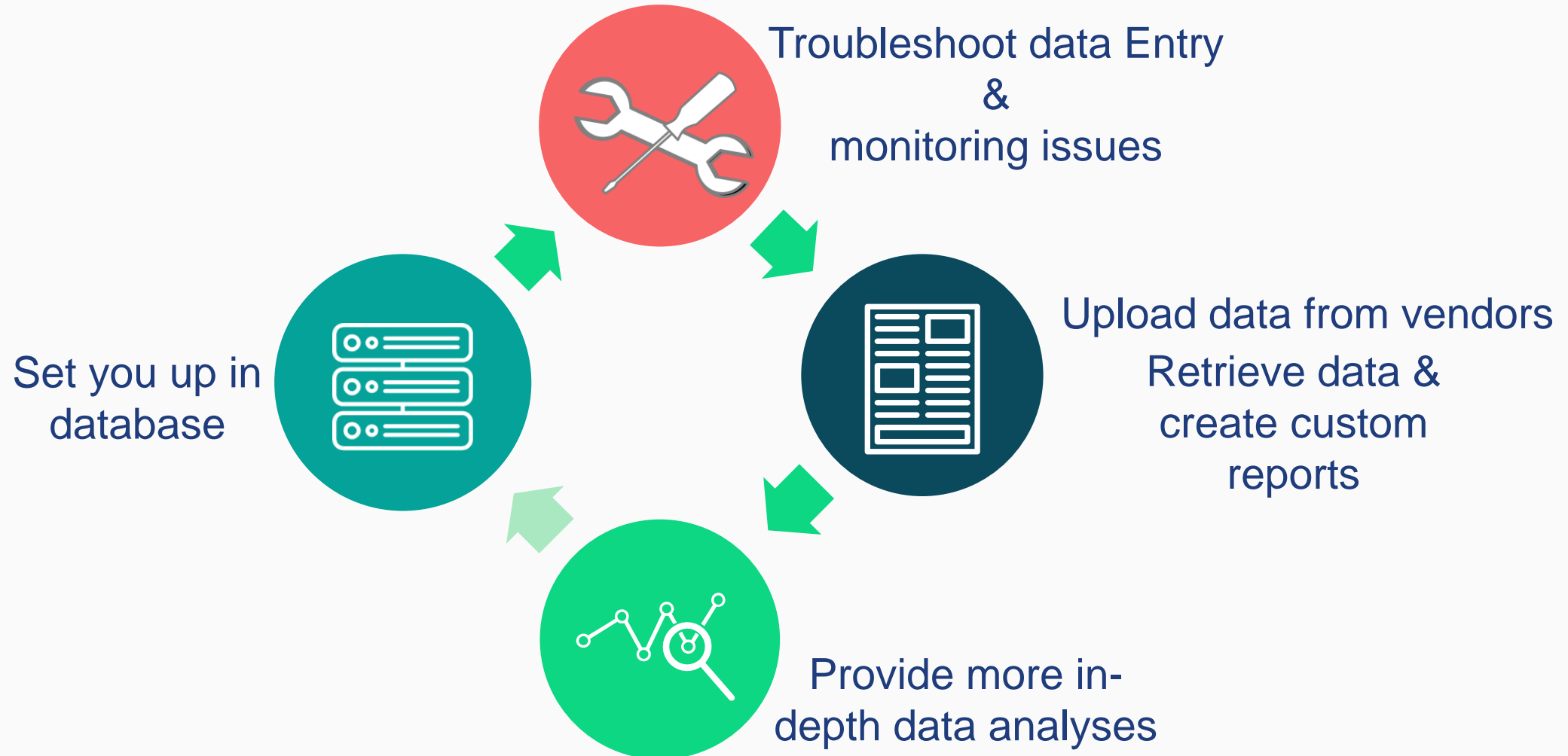**93**

Database
Users

37

Active
Networks

24

Active
States in
Past Year

17 Programs in the Falls Database

- A Matter of Balance
- Bingocize
- CAPABLE
- EnhanceFitness
- FallScape
- FallsTalk
- Fit & Strong!
- Healthy Steps in Motion
- Healthy Steps for Older Adults
- Otago Exercise Program
- Pisando Fuerte
- Stay Active and Independent for Life
- Stepping On
- Tai Chi for Arthritis
- Tai Ji Quan: Moving for Better Balance
- Tai Chi Prime
- YMCA Moving for Better Balance

Technical Assistance – What can NCOA do for you?

Troubleshoot data Entry
&
monitoring issues

Upload data from vendors

Retrieve data &
create custom
reports

Set you up in
database

Provide more in-
depth data analyses

Terminology

Program: An evidence-based falls prevention intervention (A Matter of Balance, Tai Chi for Arthritis, Stepping On, etc.)

Workshop: A class or group meeting through which a program is delivered to participants.

Session: A meeting of a workshop, e.g., an hour-long class period or an encounter

Participant: A person that attends at least one class

Leaders or **Coaches**: The people who are trained to deliver the falls prevention programs

Terminology

Implementation Sites: The physical locations where workshops meet or a program is delivered.

Host Organizations: The organizations that sponsor workshops, perhaps hold the license for a programs, train or employ leaders, and arrange for the use of implementation sites.

Data Collection Forms

Data Collection Forms & Where to Find Them

OMB approved data collection forms

- Participant Information Form (Pre-Survey)
- Participant Post Program Survey Form
- Attendance Log
- Falls Program Information Cover Sheet
- Host Organization Information Form

Other forms

- OMB Approved Falls Prevention Program Group Leader/Coach Script
- Optional Questions for Participant Pre- and Post- Surveys

All data collection forms can be found on the Falls Prevention Grantee Resources Webpage

Translated Data Collection Forms

- Spanish
- Chinese
- Hmong
- French
- Italian
- Polish
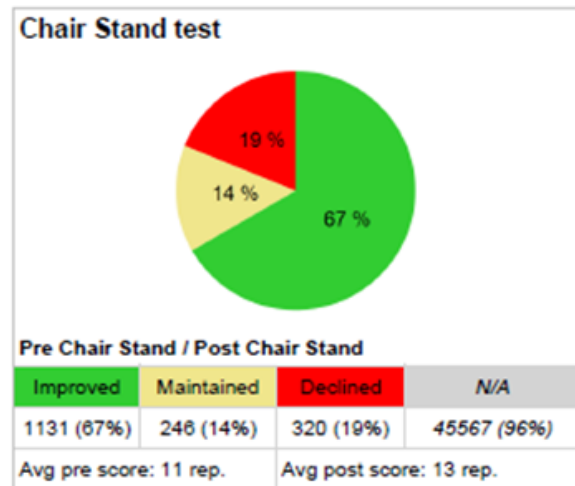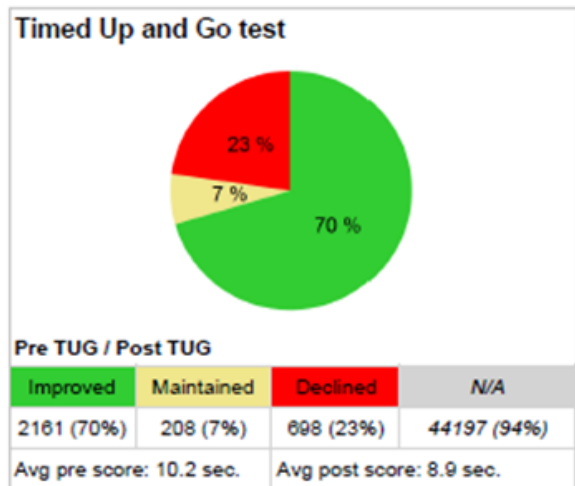- Russian
- Korean
- Vietnamese
- Cambodian (Khmer)

Adding Questions to Participant Information Forms: Optional Survey Questions

- Optional question suggestions for participant pre- and post- forms are posted on the National Falls Prevention Grantee Resources webpage.
  - Including yourself (and your spouse, if married), what is your combined monthly gross income now? Consider all sources of income, including Social Security, pension, etc. (Less than $1,000 to $4,000 or more)
  - Are you here as a caregiver to a person with Dementia? (Yes/No)
  - What is your zip code?
  - Please indicate which type of insurance you have. (E.g., Medicare, Humana)
  - Additional chronic condition: Early-stage dementia
  - Were you referred here today from a Facebook ad? (Yes/No)
  - Have you taken this falls prevention program before? (Yes/No)
  - Have you taken a falls prevention program before? (Yes/No; If yes, please indicate program name)

Adding Questions to Participant Information Forms: Optional Survey Questions

- Timed Up and Go Test (Number of seconds)
  - Test instructions available here
- Chair Stand Test (Reps)
  - Test instructions available here

Timed Up and Go test

23 %
7 %
70 %

Pre TUG / Post TUG

Improved	Maintained	Declined	N/A
2161 (70%)	208 (7%)	698 (23%)	44197 (94%)
Avg pre score: 10.2 sec.		Avg post score: 8.9 sec.	

Chair Stand test

19 %
14 %
67 %

Pre Chair Stand / Post Chair Stand

Improved	Maintained	Declined	N/A
1131 (67%)	246 (14%)	320 (19%)	45567 (96%)
Avg pre score: 11 rep.		Avg post score: 13 rep.	

ASSESSMENT

Timed Up & Go (TUG)

Patient ____
Date ____
Time ____ ☐ AM ☐ PM

Purpose: To assess mobility

Equipment: A stopwatch

Directions: Patients wear their regular footwear and can use a walking aid, if needed. Begin by having the patient sit back in a standard arm chair and identify a line 3 meters, or 10 feet away, on the floor.

① **Instruct the patient:**

NOTE: Always stay by the patient for safety.

When I say "Go," I want you to:

1. Stand up from the chair.
2. Walk to the line on the floor at your normal pace.
3. Turn.
4. Walk back to the chair at your normal pace.
5. Sit down again.

② **On the word "Go," begin timing.**

OBSERVATIONS

Observe the patient's postural stability, gait, stride length, and sway.

Check all that apply:

☐ Slow tentative pace
☐ Loss of balance
☐ Short strides
☐ Little or no arm swing
☐ Steadying self on walls
☐ Shuffling
☐ En bloc turning
☐ Not using assistive device properly

Adding Questions to Participant Information Forms: Optional Survey Questions

- To add questions to the OMB-approved participant forms:

    - Send an email to your ACL Project Officer and NCOA Technical Assistance Liaison to request approval for the addition(s). Attach a Word document of the participant survey(s) with the additions included.

    - Remove the OMB control number from the form.

Privacy & Security Basics
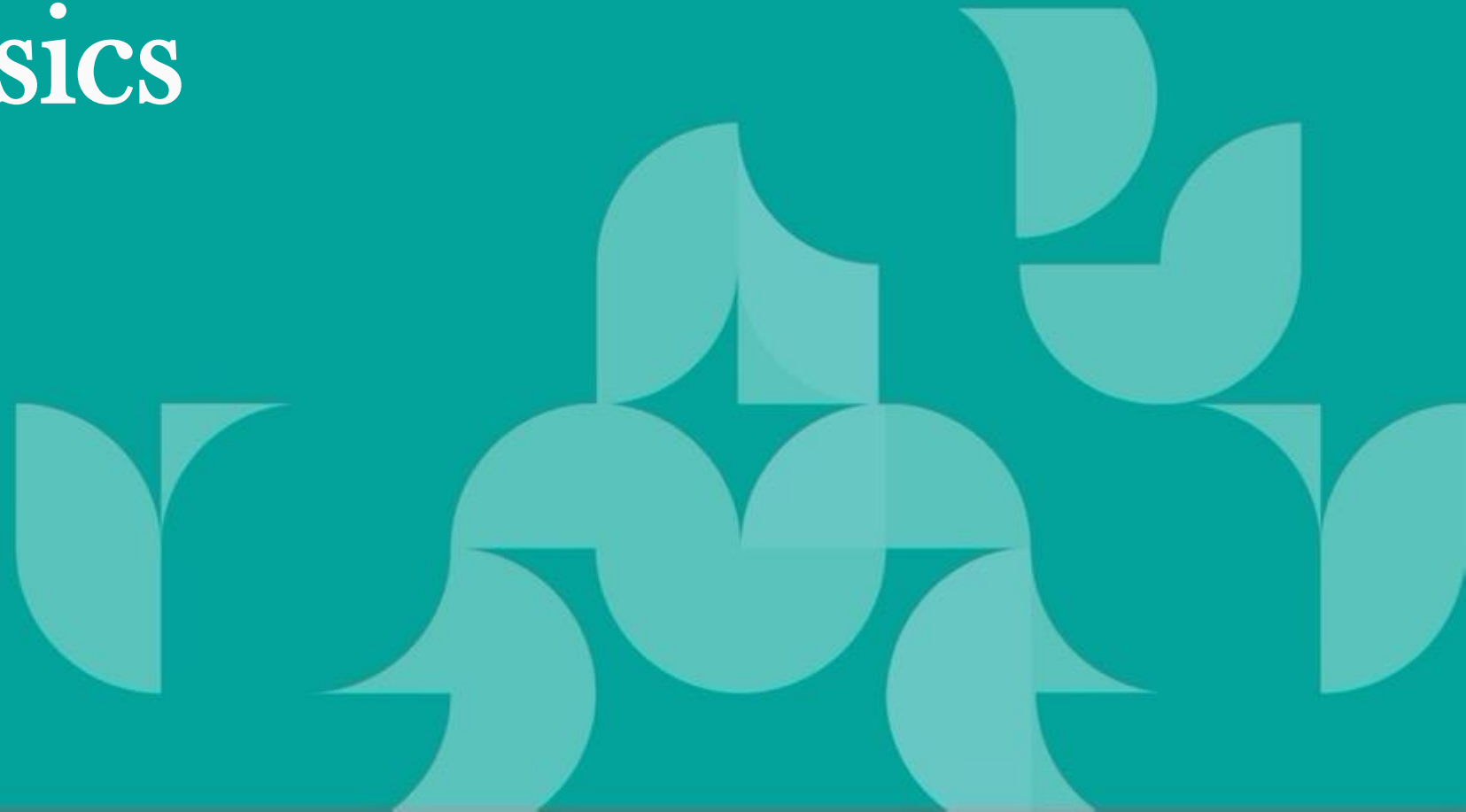
Privacy and Data Security Practices

- **Privacy and Data Security Practices – NCOA CDSME and Falls Prevention EBP Databases (**Privacy and Data Security Practices - NCOA CDSME and Falls Prevention**)**

- **Privacy Act of 1974 Public Law 93-579 (5 U.S.C.A. 552a):** Protects records that can be retrieved by personal identifiers, e.g. name, social security number, or other identifying number or symbol

- **Your Responsibility**
  - Store completed data collection forms in a secure, locked cabinet when not in use
  - Ensure data is entered into a secure, password protected database, such as the ACL National Falls Prevention Database
  - Train all staff, facilitators, and anyone handling, transferring data forms, in paper or electronic form
  - Disclose rights to participants (voluntary information on surveys, how their information is to be protected)
  - Follow best practices for storing, sharing, and transmitting data

Privacy and Data Security Practices

- You can destroy the following forms immediately after entering data into the database:
  - Participant Information Form (Pre-Program)
  - Participant Post Program Survey Form
  - Attendance Log
  - Falls Program Information Cover Sheet
  - Host Organization Information Form

- **Keep electronic copies** of data for at least 3 years past last report date associated with the grant.
  - Once the data is entered into the ACL National Falls Prevention Database, Sounds Generations will keep electronic records of the data for at least 3 years.

Training Staff on Safeguarding Participant Information

- **Hold In-person/online training:**
  - Review "Privacy and Data Security Practices – NCOA CDSME and Falls Prevention EBP Database" with all staff: Privacy and Data Security Practices - NCOA CDSME and Falls Prevention

- **Collect Certificates of Completion from staff to verify completion of training** (Neither NCOA nor ACL require copies of these)

- **Collect Non-Disclosure Agreements** from all staff and keep those for at least 3 years:
  - Acknowledgement that participant information should not be shared with others and should be safeguarded appropriately
  - English: Privacy and Data Security Practices - NCOA CDSME and Falls Prevention
  - Spanish: Privacy and Data Security Practices - NCOA CDSME and Falls Prevention

- **Use encryption technology** when sharing or transferring sensitive data: Use a S-FTP (Safe File Transfer Program), e.g. MoveIt. Required for any grantee/user sending or receiving sensitive data.

Forms Management & Data Quality Assurance
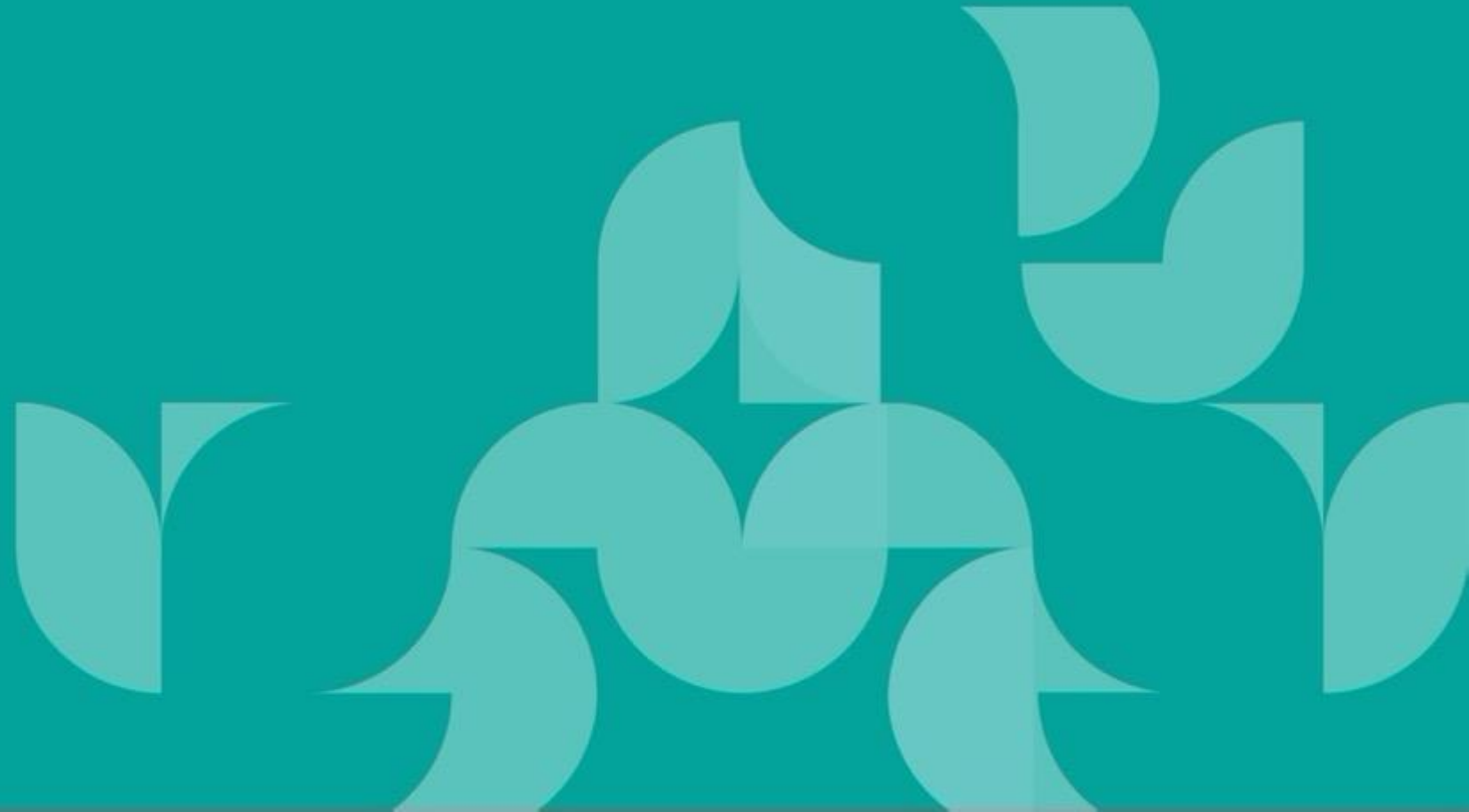
Forms Management & Quality Assurance Recommendations

Leaders/coaches or site coordinators

- Keep the forms together for a given workshop from its start date to its end date
- Submit all forms together for a given workshop for data entry as soon as possible after completion of a workshop, and at least within 2 weeks of its end date

Data entry person

- Review forms when received to be sure the packet is complete
- Follow up promptly with leaders or site staff to clarify any issues
- Enter forms into the database as soon as possible. Have a system for managing the flow of forms (e.g., a checklist).
- If you cannot get clarification, leave unclear responses blank
- Missing attendance logs: Do not enter data from workshops with NO Attendance Log into the database

Reducing Missing Data

1. Build in time for participants to complete the pre- and post-program surveys, e.g., host a <u>Session 0</u>

2. Assist participants – consider literacy and cognitive challenge

3. Offer help to workshop leaders

4. Review workshop leader script, emphasize the value of feedback for future funding, programming, etc.

5. Build excitement for data by sharing feedback with implementation sites, partners

6. Check forms on-site

Resource: **Tip Sheet: Maximizing Complete and Accurate Data**

Using Other Databases

Avoid double data entry work!

Contact Sound Generations for assistance…

- If you are using another database for primary data entry. We can work with you to import data exported from another database.

- If you are using the National Falls Prevention Database for primary data entry and you want to export data from this system into a different system.

Reminder: Participant-level data transferred between systems must be encrypted. Your vendor may have a method already or contact Sound Generations for options.

Database
Help
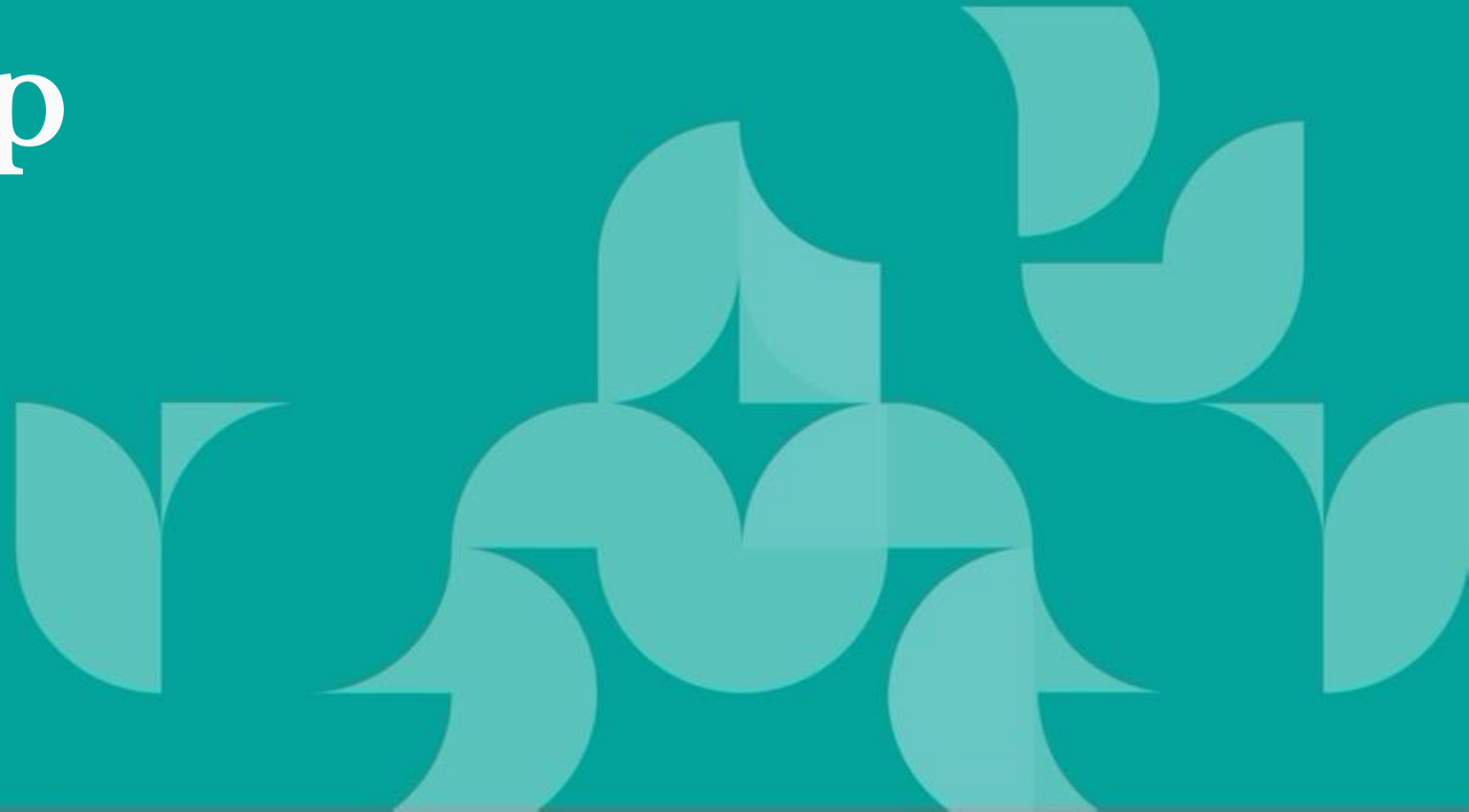
Database Help

- Grantees and their staff members/ affiliates that have a Falls Database user login should submit questions via their National Falls Prevention Database portal account. This will create a ticket in the Falls Database.

- Grantee staff members/affiliates that do not have a Database user login should submit questions via email to falls_data@ncoa.org.

Database Help

To create a ticket through your Falls Database login:
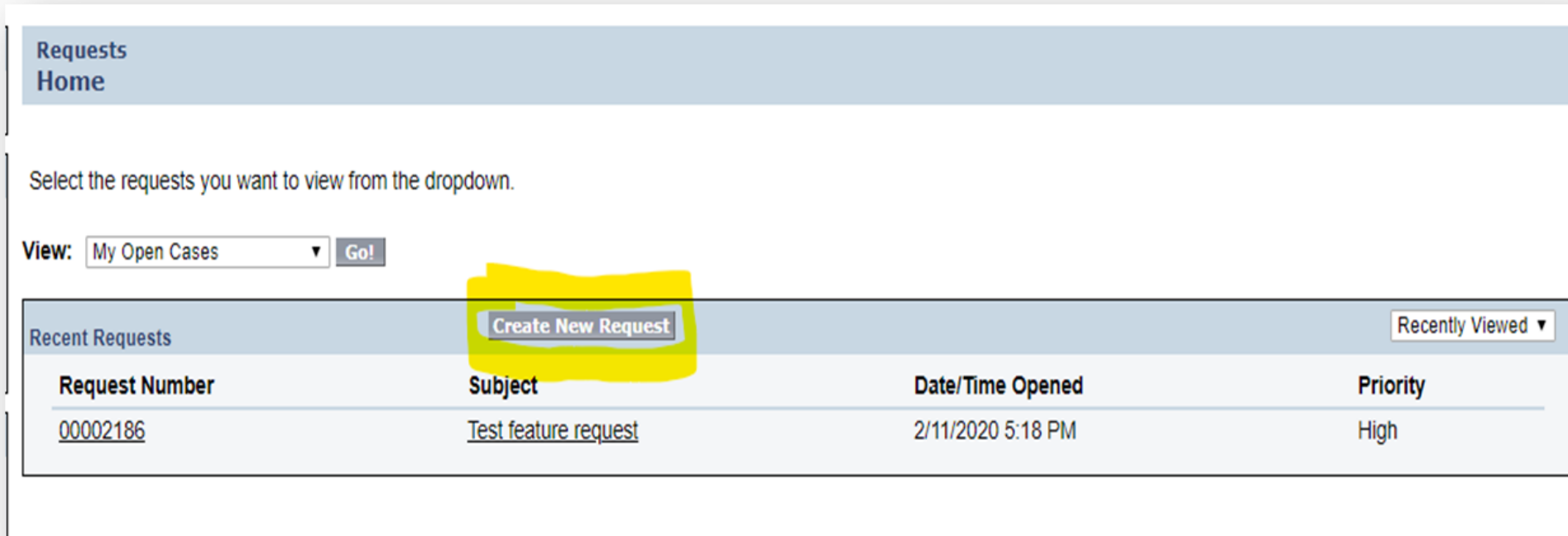
1. Log in to your National Falls Prevention Database portal account.

2. On the Falls Database home page, click the Requests button found in the Assistance section

Database Help

3. Click the **Create New Request** button.

Database Help

4. Fill out the fields of the Request form.

Database Help

5. When you're done, click the **Submit** button. The system will generate a request number, and put your case in the queue for resolution. Your case will be triaged, and we will contact you if we require additional information.

6. You will receive an email notification with your case tracking information details. You may reply to this email with questions related to your case.

Live Demo of the National Falls Prevention Database

ncoa.org/fallsdata

Secure Customer Login

Please enter your User Name.

User Name:

Password:

Forgot your password?

Login

Next Steps

Next Steps

1. Complete a form identifying your database users providing their names, organizations, and email addresses.

    ▪ Grantees may have up to 3 concurrent user accounts covered by the grant. User accounts can be reassigned as needed.

    ▪ Additional users (for 4 or more concurrent accounts) can be added at the cost of $200/user/year.

Next Steps

2. *Optional*: If you already have identified any Host Organizations, Implementation Sites, and Leaders, complete a spreadsheet template with those details. Sound Generations can preload this data.

3. If you would like to add optional questions or measurements to the participant pre- or post-program surveys, request approval from your ACL Project Officer and NCOA Liaison.

4. 2021 grantees are to use newly 2021 OMB approved forms.

Database Resources

- [National Falls Prevention Grantee Resources Webpage](#)

- [Tip Sheet: Maximizing Complete and Accurate Data](#)

- [Tools and Tips Sheets for Hosting a Session Zero](#)

- [Privacy and Security Basics for Falls Prevention Evidence-Based Programs PowerPoint](#)

- [Non-Disclosure Agreement Template](#)

- [FAQs for Falls Prevention Grantees](#)

Thank you for participating!

Any Questions?