**Data Collection Plan Template**

**1. Overview of the Data Collection Plan**

The **Data Collection Plan** is a tool used to define how, when, and where you will collect data that reflects the effectiveness of osteopathic care. The data gathered will help you evaluate outcomes, improve processes, and ensure that patient-centered care is maintained.

**2. Key Sections of the Data Collection Plan**

| **Section** | **Description** | **Your Information** |
| --- | --- | --- |
| **Objective** | Clearly state the purpose of data collection and how it aligns with your osteopathic practice. | Example: *To evaluate the impact of manual therapy on chronic back pain patients and improve overall patient outcomes.* |
| **Data to be Collected** | List the specific data points you plan to collect. | Example: *Patient pain levels, range of motion, patient satisfaction scores, wait times.* |
| **Measurement Type** | Define whether you're collecting qualitative or quantitative data. | Example: *Quantitative (pain scores, wait times); Qualitative (patient satisfaction).* |
| **Frequency of Data Collection** | How often will data be collected (daily, weekly, monthly)? | Example: *Weekly assessments of patient pain scores and satisfaction.* |
| **Data Source** | Where will the data come from (patient surveys, medical records, staff logs)? | Example: *Patient surveys, EHR system, reception logs.* |
| **Person Responsible** | Who is responsible for collecting the data? | Example: *Dr. Jane Doe, Receptionist, Admin Team.* |
| **Methodology** | How will the data be collected (surveys, manual tracking, software)? | Example: *Online patient surveys, manual data entry by admin staff.* |
| **Location** | Where will the data be collected (clinic, via phone, online)? | Example: *In-clinic surveys and follow-up phone calls.* |
| **Data Analysis Method** | How will the data be analyzed (manual review, software analysis)? | Example: *Manual analysis of satisfaction scores, automated EHR reporting for wait times.* |
| **Action Plan** | How will the data inform improvement actions in your practice? | Example: *Adjust scheduling process based on long wait times, introduce additional staff training for manual therapy.* |

 **3. Example Data Collection Plan for DOs (Chronic Back Pain Care)**

| **Section** | **Description** | **Your Information** |
| --- | --- | --- |
| **Objective** | Assess the effectiveness of manual therapy for patients with chronic back pain. | Example: *To determine if manual therapy reduces pain and improves patient mobility in back pain patients.* |
| **Data to be Collected** | Patient pain levels (0-10), range of motion, patient satisfaction. |  |
| **Measurement Type** | Quantitative (pain scores, range of motion), Qualitative (patient satisfaction). |  |
| **Frequency of Data Collection** | Weekly for 12 weeks. |  |
| **Data Source** | Patient feedback surveys, EHR records of treatment, clinic logs. |  |
| **Person Responsible** | Dr. Jane Doe (DO), Clinic Receptionist. |  |
| **Methodology** | Surveys completed by patients post-treatment, manual review of EHR records. |  |
| **Location** | In-clinic after treatment, with follow-up surveys conducted online. |  |
| **Data Analysis Method** | Manual review of patient satisfaction and pain scores; automated EHR analysis for trends. |  |
| **Action Plan** | Use the results to adjust manual therapy protocols, improve patient follow-up and post-care. |  |

**4. Blank Data Collection Plan Template for DOs**

| **Section** | **Description** | **Your Information** |
| --- | --- | --- |
| **Objective** | Clearly state the purpose of data collection and its alignment with osteopathic care. |  |
| **Data to be Collected** | List the data points you will collect (e.g., patient outcomes, satisfaction, clinic processes). |  |
| **Measurement Type** | Identify whether the data is qualitative or quantitative. |  |
| **Frequency of Data Collection** | Define how often you will collect data (e.g., daily, weekly, monthly). |  |
| **Data Source** | Indicate where the data will come from (e.g., patient surveys, EHR records, staff feedback). |  |
| **Person Responsible** | Assign responsibility for data collection. |  |
| **Methodology** | Explain how data will be collected (e.g., surveys, EHR, manual tracking). |  |
| **Location** | State where the data will be collected (e.g., clinic, phone, online). |  |
| **Data Analysis Method** | Identify how the data will be analyzed (e.g., manual review, software analysis). |  |
| **Action Plan** | Outline how you will use the data to drive improvement actions. |  |

 **5. Data Analysis Plan (Example)**

| **Action** | **Responsible Person** | **Due Date** | **Status** |
| --- | --- | --- | --- |
| Analyze patient pain scores and satisfaction. | Dr. Jane Doe | 12/15/2023 | In Progress |
| Adjust manual therapy protocols based on results. | Clinic Admin Team | 01/05/2024 | Not Started |
| Present findings to clinic leadership. | Dr. Jane Doe | 01/20/2024 | Not Started |

**6. Instructions**

1. **Define Clear Objectives**: Start by outlining why you are collecting the data and what outcomes you aim to measure.
2. **Gather the Right Data**: Choose data that reflects the effectiveness of osteopathic care (e.g., patient outcomes, care efficiency, satisfaction).
3. **Assign Responsibilities**: Make sure you clearly assign team members to collect and analyze data.
4. **Use the Data for Improvement**: Once collected, use the data to drive meaningful changes in your practice.