

## Data Collection Tips for Caregivers

### Why Weekly Data Matters

Regular data collection helps track progress, identify patterns, and ensure we're meeting care goals effectively. Your consistent documentation makes a real difference in quality of care!

### Setting Yourself Up for Success:

#### Pick Your Time

- Choose a specific day and time each week for data collection
- Set a recurring calendar reminder
- Link it to another weekly routine (like medication refills or care planning)

#### Make It Easy

- Keep data sheets in a visible, easy-to-access location
- Pre-fill dates for the upcoming month
- Store pens and materials with the data sheets
- Use a clipboard or sturdy folder for mobile recording

#### Stay Organized

- Create a designated "data station" with all needed materials
- Keep blank forms readily available
- File completed sheets immediately in their proper location
- Note any unusual circumstances that might affect the data

### Tips for Consistent Recording:

#### DO:

- Record data as soon as possible after observations
- Write clearly and include all required information
- Note any changes in routine or environment
- Ask for clarification if you're unsure about what to record

#### AVOID:

- Waiting until the end of the week to fill in multiple days
- Estimating or guessing at data points

#### If You Miss a Week

- Note the gap in data collection and why it occurred
- Resume regular collection immediately
- Don't try to fill in missed data from memory
- Inform your supervisor if you need additional support