



Community Health Worker Data Collection Quick Guide

- ✓ You will receive an email with a reminder to complete the JotForm on the **last day of every month.**
- ✓ Please complete the JotForm by the 5th of each month

Pro Tips:

- Bookmark the [Grants Resources](#) page on the TCCN website. You can find the Excel Data Collection Tool, the Jotform link and other resources on that page. You may also want to bookmark the [JotForm](#). That will make it easier to go back to it throughout the month.
- Create a “CHW” folder with sub-folders for each month. This is a great place to store screenshots and pictures, sign-in sheets, flyers, and recordings that you’ll need to complete the form.
- Utilize the Excel Data Collection Tool to capture data throughout the month and then complete the Jotform

- I. Capture Vaccine Support Services (VSS) utilized during the month here:
*no numbers are needed here just check “yes” or “no” for each VSS

Vaccine Support Services

TCCN partner Sostento has developed these activities for your use.

Please check yes or no if you utilized the following Vaccine Support Services in the past month:

Click or hold left mouse button to mark cells.
Hold SHIFT to mark areas instead of single cells.

	Yes	No
Vaccine Access Rides (Arranging free transportation to vaccination sites)		
“Sunday Supper” Vaccine Events (Meals from a local restaurant to give to folks for free after vaccination, or a similar event)		
Vaccine Ambassadors Program (Community members are retained to assist in addressing the vaccine concerns of family and friends by talking about vaccine myths versus truths and sharing educational resources)		

II. For promotional campaigns during the month:

People Reached By Promotional Campaigns *

	Total Count
# of Social Media Likes	
# of TV Impressions	
# of Radio Impressions	
# of Print Impressions (Flyers, Brochures)	
# of Website Unique Views	
# of Outdoor Impressions (Billboards)	
# of Newsletter clicks	

Promotional Campaigns File Upload

Please upload screenshots of social media posts, newsletter and website analytics or documents related to TV, radio or outdoor impressions, if applicable.

III. For **each event** hosted during the month, fill out the following:

Event 1 *

	Total Count
Number of participants in this event	
Number of individuals vaccinated	
Number of rides provided	
Number of future appointments coordinated	



IV. You will also be able to upload supporting documents:

Event 1 File Upload

Please upload invitations, flyers, sign-in sheets and demographics summary.

V. There are four Event sections on the Jotform. If you have additional events to report, please indicate this by answering the question below.

Do you have any additional events that occurred during the reporting period? If yes, we will send you an additional form to complete so that all data can be captured.

- Yes
- No

VI. There are questions at the end of the form to capture additional information that is recorded on the Summary tab of the Excel Data Collection Tool. Please provide as much information as possible.

Please share any SUCCESES you had over the past month, if applicable:

Type here...

Please share any CHALLENGES you had over the past month and how you overcame them, if applicable:

Type here...



Please report any additional vaccinations resulting from CHW outreach efforts this month not reported above.

ex: 23

Is there a patient success story that you would like to share? Please do not provide any personally identifiable information.

Type here...