

## Data Gathering

Collecting, analyzing and understanding data is needed to effectively plan, implement and evaluate quality improvement processes. Data collection is important because it allows us to establish system parameters, as well as create benchmarks.

### Step One – Develop data collection process

- Clearly define what data you will be collecting
- Determine where data will be collected from and how
- Develop and document a data collection methodology
- Report the findings

### Step Two – Determine data collection mechanism

- Surveys/Questionnaires
- Interviews
- Focus groups
- Observations
- Case studies