

## **Instructions for EnhanceFitness Class Data Collection**

All forms are available at [www.mihealthyprograms.org](http://www.mihealthyprograms.org)

### **Forms Sent to MI Department of Health and Human Services**

#### **FORM: *Participant Information Form (PIF)***

**Completed by:** Participant

**Purpose:** To provide basic demographic information about participant

**How to Use:**

- Ask participant to fill in the requested details at or soon after their first class.
- Send in to MDHHS (see address below).

#### **FORM: *Fitness Check Form***

**Completed by:** Instructor

**Purpose:** To record information about participant's fitness status.

**How to Use:**

- Conduct fitness checks...
  - ✓ at or soon after participant's first class
  - ✓ after 4 months of participation
  - ✓ however often (or if) fitness checks are conducted after 4 months according to what the EF site's procedures suggest.
- Record information on the form as participant performs fitness check tasks.
- Send in to MDHHS (see address below).

***IMPORTANT! This form includes a Confidentiality Notice and asks participants to indicate whether or not they are willing to have their fitness data used for research. Please ensure that participants read the statement, check "yes" or "no", and sign and date the form.***

#### **FORM: *Attendance Sheet***

**Completed by:** Instructor

**Purpose:** To record attendance of participants

**How to Use:**

- Pre-printed attendance sheets are provided to coordinators by MDCH each month, and distributed to sites/instructors.
- Record attendance at each session, by filling in a bubble for each participant present in the column for that day's date.
- When adding new names to an attendance sheet please print legibly.
- Try to avoid duplicate participants. Each participant's name should appear only once on an attendance sheet.
- Indicate participants who are no longer in the class and need to be removed by crossing their names out.

- Add new participants to the bottom of the sheet on the blank lines, rather than to lines where other names have been crossed out.
- Indicate any class time and/or day changes on the sheet at the upper right corner where that information appears.
- Please consult with your coordinator for attendance sheet submission deadlines. MDHHS asks coordinators to submit sheets for the previous month by the 10<sup>th</sup> of each month, and provides the next month's sheets to coordinators by the 20<sup>th</sup>.

**FORM:** MI EF Document Cover Sheet

**Completed by:** Instructor or Coordinator

**Purpose:** Provides contact information for the individual submitting EF forms. Identifies sender in case MDHHS staff have questions about documents and helps them maintain up-to-date contact information.

**How to Use:**

- Fill in the requested details regarding attached documents.
- Send in to MDHHS, with documents such as PIFs, Fitness Check Forms and Attendance Sheets (see address below).

## What to do with the completed forms

- **Quality Assurance:** After participants complete their forms please clarify any unclear responses (blanks, cross-outs, multiple responses when one response is requested, etc.).
- **Signatures:** Both the Fitness Check Form and the Health History Form require a signature (and "yes" or "no" indication of willingness to have data used for research on Fitness Check Form). Please be certain participant has signed and marked each form appropriately.

- **Where to Mail the Forms:**

MDHHS  
Attn: EnhanceFitness Program, 7th Floor  
PO Box 30195  
Lansing, MI 48909

## **If you have questions or concerns about these forms, please contact the MDHHS Arthritis Program staff person:**

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