

## Gathering Local Data

Use this worksheet in preparing to gather local data from the data analyst. Before your in person meeting, use the first empty column below to prepare and respond to the following questions.

During your meeting, use the second empty column to make notes or edits to your initial thoughts.

Question	Your response	Meeting notes
State the problem you are trying to solve		
Define outpatient setting of interest		
Define your denominator a. excluded patient populations		
Define your numerator		
Define your target		
Define time frame and discuss ability to generate recurring data		
Sketch ideal presentation of data		
Discuss validation plan		
Discuss timeline		