



Data Collection Plan

A data collection plan is a document that communicates the details of the who, what, when, where, and how of each measure that will be used to support a quality improvement project. Having a well thought out and purposeful plan to collect meaningful data that will serve as a baseline, measure progress, and monitor sustainability is critical to the success of a quality improvement initiative. A key consideration is to identify already existing and readily available sources of data to decrease the burden of measure abstraction.

Tip: Include someone from IT or electronic medical record (EMR) report team who is familiar with the system, data, and reporting capabilities.

Measure Name	Measure Type -Outcome -Process -Balance	Data Type -Continuous -Discrete	Data Source	Measure Definition	Operational Definition Who/What/When/Where	Established Baseline	Sampling Methodology	Responsible Party
ED Throughput	Process Measure	Continuous (Time)	EMR	Time of ED registration to time of discharge in minutes	Daily report that will be automatically generated from the EMR and disseminated to the ED manager and quality director	CY 2020	100% Sampling	ED Manager

Adapted from Go Lean Six Sigma Data collection plan. <https://goleansixsigma.com/data-collection-plan/>.

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