

Alberta Workshops Year End Reporting Instructions

Overview:

- There is one RedCap project for data submission. You must complete it in one sitting.
- Submit **one** complete form per organization.
- There are no spreadsheets. This one source of information will streamline both data entry for partners and data aggregation for reporting.
- **Timeline:** The form will be open for the month of January, **with all entries due January 31.**

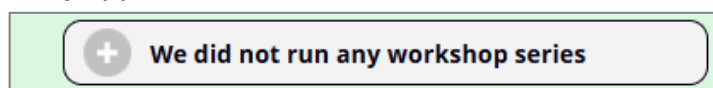
Instructions:

These are all also included on the first page of the data submission form.

Link: <https://redcap.link/AB-Workshops-AnnualReporting>

1. Enter your name, email, organization, and the reporting year (these are all mandatory fields) on the first page.
2. Select the workshops for which you ran **completed** sessions. Your selections will trigger additional pages where you will enter the group-specific information.
 - a. Include *any* session length if you ran them when answering this question – we will break out length specific information later in the form.
3. If you did NOT run any completed workshop series in the year, indicate this on the first page and add any applicable comments:

a.



4. On each completed workshop data entry page, you will be prompted to enter the number of sessions, enrollment, graduation, evaluation information, and facilitators trained for each.
5. Some workshops will also show data entry points for additional, optional data submissions (e.g., average scores for GAD-7, EQ-5D-5L VAS).
 - a. If you did not use these tools or do not have the data, leave these blank.
6. Each workshop page has a place for comments.
7. Please continue past any blank pages until you see a question – these are for the workshops you did not run in your organization that year.
8. There is an option to upload an additional file at the end of the form if you wish to share additional information like patient feedback.
9. There is an option to download a PDF copy of your response at the end for your records.

Please contact programsharing@rdpcn.com with any questions.

Example:

Year you're reporting on:

2025

2026

2027

reset

Organization:

RDPCN

Your name:

RDPCN Facilitator Jones

Your email:

programsharing@rdpcn.com

Please indicate which workshops you completed this year:
(Please only indicate workshops where you ran completed sessions.
You will indicate the length of the workshops you offered on
subsequent pages)

☒ Anxiety to Calm

☐ Youth Anxiety to Calm

☐ Journeying through Grief

☐ Moving on with Persistent Pain

☐ My Way to Health

☐ Pathways to Happiness

☐ Pathways to Happiness for Youth

☐ Relationships in Motion

☐ We did not run any workshop series

Anxiety to Calm

Please indicate what length of workshops you ran this year:

☒ 4-Week series

☐ 8-Week series

Indicate the number of NEW facilitators trained in Anxiety to Calm this calendar year:

2

Anxiety to Calm 4 Week Workshop

# sessions conducted	# participants enrolled across all sessions	# participants completed across all sessions	% graduated (calculated for you!)
3	20	15	75
# evaluations submitted	# participants who were satisfied or very satisfied with the workshop	% satisfied or very satisfied (calculated for you!)	
15	14	93.33333333333333	

GAD-7 Scores - Additional Data (optional)

# GAD-7 submitted	Average Score Week 1	Average Score Week 4
15	21	14

Please feel free to add any comments about your Anxiety to Calm workshops: