UTAH DEPARTMENT OF HEALTH
Utah Arthritis Program

RETURNING FORMS

Please mail or email the following forms to the **Data Coordinator** (*contact information below*) within ten working days after the final session. If you choose to email the documents please encrypt the email to ensure the attachment is secure. If you need to fax the forms please:

- Double check the fax number to be sure it is correct
- Contact the recipient to arrange for them to be received
- Contact the recipient after faxing to confirm transmission
- Use a cover sheet noting the intended recipient and indicate the information is **For Official Use Only**

CHECKLIST FOR RETURNING FORMS

☐ Attendance Log

- The attendance log is used to collect data about the CDSME workshop offered.
- This log also captures the number of participants that complete a CDSME workshop.
- This log should be filled in by the **Participants** at the first class.
- After the first class the **Peer Leader** should mark the attendance.

☐ All completed Participant Information Forms

- The purpose of the Participant Information Forms is to collect the characteristics of the participants in a workshop.
- Information on this form will be entered in the CDSME online data entry portal.
- The number of completed Participant Information Forms usually equals the number of participants on the attendance log. If not, could you please explain why (*e.g., illness, refusal, lost form(s)*).

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Return to: **Randy Tanner**
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rtanner@utah.gov