

Agenda: Training on “Influenza Data Management and Epidemiological Analysis”

April 7 – 11, 2014 Athens, Greece

Monday April 7, 2014		
Introduction and Background of Course Objectives		
8:30 -9:00 am	Registration	
9:00 - 9:30 am	Opening remarks, Welcome	Jennifer Lemmings
9:30 – 10:15 am	Course Objectives <ul style="list-style-type: none"> • Importance of data management • Participant Expectations • Introduction of ‘homework’ 	Meg McCarron
10:15 – 10:30 am	Break	
Session 1: The basics of data management		
10:45 – 11:30 am	Constructing a data management system: <ul style="list-style-type: none"> - How data will be used; user needs - Designing best storage structure - Data collection forms as guides - Importing & integrating data from other sources - Developing a quality control and quality assurance strategy 	1.1 Pam Kennedy
11:30 – 12:30 pm	Exercise: Group Discussion about the Use of Flu Data <ul style="list-style-type: none"> - Similarities and differences in Surveillance, Challenges, Addressing challenges 	Facilitated discussion
12:30 – 1:30 pm	Lunch	
1:30 – 2:00 pm	Using data to convey information: Country presentation (Russia)	Kirill Stolyarov
2:00 – 2:30 pm	Developing a quality control and quality assurance strategy	1.2 Stacey Spivey-Blackford
2:30 – 3:15 pm	Exercise: <p>Review of current procedures:</p> <ul style="list-style-type: none"> - Identify collection points - Identify hand-off procedures - Define roles - Document procedures 	Facilitators/Participants
3:15 – 3:30 pm	Break	
Session 2: The basics of epidemiologic analysis & constructing data system		
3:30 – 4:30 pm	Introduction to basic epidemiological analysis for surveillance data: <ul style="list-style-type: none"> - Objectives for analysis, use of data, basics of descriptive analysis - Intro to using data to convey information - Overview of routine analysis and reporting Exercise: <p>Review data collection forms based on analytical & reporting objectives</p>	2.1 Jennifer Lemmings
4:30 – 4:45 pm	Wrap up the day	Selected countries

Tuesday April 8, 2014

Session 3: Constructing a database & data analysis

9:00 – 9:15 am	Debriefing on Day 1	Facilitators
9:15 – 9:30 am	<p>Database structure: Designing a system for easy analysis</p> <ul style="list-style-type: none"> - Types of data (text, number) - Structure of a table: columns, rows & why that matters for analysis - Linked tables, setting up relationships, etc. <p>Data entry:</p> <ul style="list-style-type: none"> - Importance of standardized data - Data standards - Data entry controls (data validation. drop downs, check boxes, skip patterns, etc) - Data security – access and data entry controls 	3.1 Pam Kennedy
9:30 – 10:30 am	<p>Exercises:</p> <p>Work on setting up tables using national surveillance forms (use participant forms where available)</p> <p>Demo - Create data dictionary</p>	Participants/ Facilitators
10:30 – 10:45 am	Break	
10:45 – 11:15 am	Continue Exercises	Participants/ Facilitators
11:15 – 12:00 pm	<p>Methods to identify problem sources at the data entry & data collection level</p> <ul style="list-style-type: none"> - Double entry - Validity checks - Data consistency across fields - Records/source check - Built-in checks at the data entry level 	3.2 Janet Hamilton
12:00 – 1:00 pm	Lunch	
1:00 – 1:30 pm	<p>Demonstrations</p> <ul style="list-style-type: none"> - Excel - Access 	Facilitators
1:30 – 2:30 pm	Exercise: Setting up data entry controls & entering data using controls. (Basic controls, validation rules, drop down lists, check boxes, etc.)	Participants/ Facilitators
2:30 – 3:00 pm	<p>Preparing data for analysis:</p> <p>Fixing errors that can't be controlled during entry</p> <ul style="list-style-type: none"> - Data cleaning - Error logs 	3.3 Rachelle Boulton
3:00 – 3:15 pm	Break	
3:15 - 4:30 pm	Demonstrations, questions, exercise time	Participants/ Facilitators
4:30 – 4:45 pm	Wrap up the day	Selected countries

Wednesday April 9, 2014		
Session 4: Standard Templates & Reporting		
9:00 – 9:15 am	Debriefing on Day 2	Facilitators
9:15 – 10:00 am	Interpreting and describing data: Standard reporting templates: National Reporting Reporting chain (Lab, Epi, MOH, sites) Timeliness of reporting Reporting & feedback from top to bottom	4.1 Dennis Perrotta
10:00 – 10:15 am	Group discussion of reporting, country reports, importance, plans	Facilitators
10:15 – 10:30 am	Break	
10:30 – 11:15 am	Calculating proportions, producing graphs, summarizing data by groups, descriptive epidemiologic. Include some demo time	4.2 Meg McCarron
11:15 – 12:00 pm	Exercise catch-up: data entry, cleaning, preparing data for analysis	Participants/ Facilitators
12:00 – 1:00 pm	Working Lunch	
1:00 – 2:00 pm	Surveillance Review Tool Discussion - Review surveillance tool - Discuss process and tool	4.3 Meg McCarron
2:00 – 3:00 pm	Exercise: Produce graphs, charts, tables; summarize data	Participants/ Facilitators
3:00 – 3:15 pm	Wrap up the day	Selected countries
	Team Activity	
Thursday April 10, 2014		
Session 5: Analysis & Data Interpretation		
9:00 – 9:15 am	Debriefing on Day 3	
9:15 – 10:00 am	Automated data analysis – quick review Exercise: Automated data analysis – Demo	5.1 Janet Hamilton
10:00 – 10:15 am	Break	
10:15 – 10:45 am	Exercise: Automated data analysis – Demo	Facilitators
10:45 – 12:00 pm	Exercises, continued & catch up (Time for questions and step-by-step on-screen examples)	Participants/ Facilitators
12:00 – 1:00 pm	Working Lunch	
1:00 – 1:30 pm	Introduction to baselines; significance & interpretation	5.2 Dennis Perrotta
1:30 – 2:30 pm	Demo: Simple baseline calculation; Exercises, continued & catch up (Also allows time for questions and more step-by-step on-screen examples)	Facilitators Participants/ Facilitators
2:30 – 3:00 pm	FluNet Information session and Demonstration	Ganna Bolokhovets
3:00 – 3:15 pm	Break	
3:15 – 3:45 pm	Introduction to Risk Factors	5.3 Meg McCarron
3:45 – 4:30 pm	Exercises, continued & catch up (Also allows time for questions and more step-by-step on-screen examples)	Facilitators Participants/ Facilitators
4:30 – 4:45	Wrap up the day	Selected countries

Friday April 11, 2014**Session 6: Course Summary & Closing**

9:00 – 9:10 am	Debriefing on Day 4	Facilitators
9:10 – 9:45 am	Objective Review and discussion of areas with questions	Facilitators
9:45 – 10:15 am	Exercise continued & preparation for final country reports & presentations	Participants/Facilitators
10:15 – 10:30 am	Break	
10:30 – 12:00 pm	Exercise continued & preparation for final country reports & presentations	Participants/Facilitators
12:00 – 1:00 pm	Working Lunch	
1:00 – 3:00 pm	Country presentations: <ul style="list-style-type: none">- Lessons learned- Key take away- Any changes to databases & reporting systems	Participants
3:00 – 3:15 pm	Break	
3:15 – 4:30 pm	Wrap up & certificates	Jennifer Lemmings/CDC