

### Common Metrics Numeric and TTC Plan Checklist

**Purpose:**

- ◆ To assist hubs in collecting and reporting numerical data
- ◆ To assist hubs in the development and reporting of Turn-the-Curve Plans

Item	Due Date	Notes	IRB	KL2	TL1	PPF	Informatics
<b>Common Metrics Numeric Data</b>							
Review Operational Guidelines	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acquire data	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule meeting with hub metric team to discuss:	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Quality of data	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Completeness of data	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend CLIC-sponsored webinar	6/ 3/19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review Step-by-Step Scorecard Entry Guide	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter numeric data into Scorecard	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Verify all 6 data values are entered	/ /19			<input type="checkbox"/>			
• Verify all 6 data values are entered	/ /19				<input type="checkbox"/>		
• Verify both data values are entered	/ /19					<input type="checkbox"/>	
• <i>Optional, enter data for subsequent funding</i>	/ /19					<input type="checkbox"/>	
• Verify all data domains are complete	/ /19						<input type="checkbox"/>
• Enter 1 or 0 for Observations Present	/ /19						<input type="checkbox"/>
• Upload worksheet	/ /19						<input type="checkbox"/>
• Enter date range for all domains	/ /19						<input type="checkbox"/>

If you would like this document in Word format, please contact CLIC at [common\\_metrics@clic-ctsa.org](mailto:common_metrics@clic-ctsa.org)

Item	Due Date	Notes	IRB	KL2	TL1	PPF	Informatics
<b>Common Metrics TTC Plan</b>							
Review Operational Guidelines	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule meeting with hub metric team to:	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Determine Story Behind the Curve	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identify partners to help turn the curve	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Explore methods to turn the curve	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Identify strategies to implement	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Create actions to implement for each strategy	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact CLIC if TTC plan review is desired	/ /19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend CLIC-sponsored webinar	6/ 3/19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter final TTC plan into Scorecard	8/30/19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Enter 3 TTC plans ( <i>see Reporting Guidelines</i> )	/ /19			<input type="checkbox"/>			
• Enter 3 TTC plans ( <i>see Reporting Guidelines</i> )	/ /19				<input type="checkbox"/>		
• <i>Optional, enter TTC plan for subsequent funding</i>	/ /19					<input type="checkbox"/>	
• Enter 1 TTC plan under Observations Present	/ /19						<input type="checkbox"/>

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