

# Attachment C: Directions for Artifact and Spatial Data Collection

This document summarizes what types of artifacts and spatial data should be collected and provides guidance as to how that information should be collected.

## Types of Artifacts and Spatial Data to Collect

1. Documents or objects oriented for a purpose. Obtain photographs of documents or objects that appear to be oriented for a purpose such as charts lined up for patient visits.
2. Physical objects essential to work. Obtain photographs of physical objects that are essential to the conduct of the work being observed such as medical records and printers.
3. Spatial relationships that impact decisions or actions by subjects. Document, through sketching or photographs, spatial relationships that appear to impact decisions or actions by subjects. This may include the clinic layout, locations of key equipment, or traffic pathways through the space.

## Guidance for Collecting Artifacts and Spatial Data

1. When collecting artifacts and documenting spatial relationships, avoid interfering with the work being performed by clinic staff.
2. Always explain your purpose when a subject (i.e. clinic staff or patient) observes you obtaining a photograph of an object or space.
3. Do not take photographs that identify clinic staff or patients.
4. If a photograph inadvertently captures identifying information (e.g., a face or a name on a document) this information should be obscured prior to incorporating the photo into the dataset for analysis.