

# 2016 ASTHO Profile Survey Q&A Webinar

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April 28, 2016



# Key Dates: 2016 ASTHO Profile Survey

- Survey launch: Monday, April 18, 2016
- Survey closes: Tuesday, May 31, 2016

# Survey Administration

- Administered online through Qualtrics survey web platform ([www.Qualtrics.com](http://www.Qualtrics.com))
- Primary contacts received an email from ASTHO with a unique link to the survey and PIN for submission on April 18
- U.S. territories and freely-associated states received a modified version of the survey

# Survey Table of Contents

<b>Table of Contents</b>	
<b>Topic</b>	<b>Recommended Respondent</b>
Part 1: Contact Information	Senior Deputy
Part 2: Activities	Senior Deputy
Part 3: Agency Structure, Governance and Priorities	Senior Deputy
Part 4: Workforce	Human Resources Director
Part 5: Finance	Chief Financial Officer
Part 6: Planning and Quality Improvement	Performance Improvement Officer or equivalent
Part 7: Health Information Management	Informatics Director or equivalent
Part 8: Profile Evaluation	Senior Deputy

# Logistics

- Survey can be completed in multiple sittings and/or by several people; however, survey **cannot** be completed by two people at once
- Survey works best using Firefox or Google Chrome as web browser
- Complete survey in one of two ways:
  - Survey link can be forwarded to state health agency personnel, who can complete individual sections online
  - Senior Deputy/Primary Contact can print out blank copies of the survey, distribute to SHA personnel and have them complete hard copy, and then have information provided entered into web system

# Logistics

- Please answer all questions to the best of your ability
  - If response is “0”, please write in “0” instead of leaving blank
- For Part 2 (activities), please fill out **both** the “Performed by state public health agency directly” and “Contracted out by state public health agency” columns for all items

2.1. Immunizations—vaccine order management and inventory distribution. (for EACH cell, select Yes or No)

	Performed by state public health agency directly	Contracted out by state public health agency
Adult immunizations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Logistics

- Workforce and Finance sections have additional definitions and clarifications for certain questions

- Indicated by the text:

*Additional information is available by hovering over the text in blue font. For a separate list of all definitions, click [here](#).*

- Definitions can be viewed by hovering over text that is in blue font or by clicking on the hyperlink for a Word document with definitions
- Depending on your answers to previous questions, you will skip some questions or question numbers may appear be missing. Don't worry, this is due to skip logic and is intentional

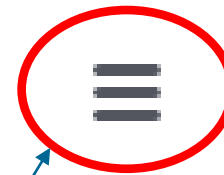
## Saving Data

- Data for each page will automatically be saved by clicking the “Next” button at the bottom of each page of the survey
- Responses can be changed at any time before submitting
- **Do not** press the back button on your browser, as responses will not save!



# Navigating the Survey

- Questions are divided into sections and question subsections for easier navigation
- Click on the Table of Contents (icon with three horizontal lines on the upper left-hand corner of the screen) at any time to move throughout the survey
- Check marks will appear beside each section once it is read, even if it is incomplete



## Table of Contents

Instructions

Part 1: Contact Information

Part 2: Activities

2.1 - 2.5

2.6 - 2.10

2.11 - 2.15

# Individual Profile

- Based on responses, an individual profile for each agency will be generated, which contains key information:
  - Agency mission and top 5 priorities
  - Structure and relationship with local health departments
  - Organizational structure
  - Health planning and accreditation
  - Workforce
- Each agency's profile will be presented to you for review prior to submission and you will have the opportunity to edit any responses that are not accurate before submitting the survey
- The question number that responses are taken from are in parenthesis, should you wish to go back and edit a response
  - Example:

**State Organizational Structure (4.23, 3.8)**

# Survey Submission

- In the email with the survey link, Senior Deputies/Primary Contacts received a unique PIN to enter at the end of the survey, prior to submission
- Please review survey responses prior to submission
- You may print out a copy of your responses upon submission

# FAQs

- Do I need any log-in information in order to fill out the survey?
  - No log-in information is required to access the survey
  - The individual PIN is used to ensure the Senior Deputy/Primary Contact has approved of all answers prior to submission

# FAQs

- Can I get a Word version of the survey?
  - Yes. A Word version of the survey can be accessed in Qualtrics in the “Instructions” section under the subheading “Printing a Blank Survey”

## FAQs

- If I forget to print out a copy of my responses after submission, can ASTHO provide me with a copy?
- Can I get a copy of my responses to the 2012 Profile Survey?
- Can I designate someone else as the Primary Contact for my agency?
  - Yes, email [surveyresearch@astho.org](mailto:surveyresearch@astho.org)

# FAQs

- For what portion of the agency/department should we respond?
  - You should fill out the survey from the perspective of the state/territorial public health agency (i.e., the unit of your state/territorial government that includes the full scope of traditional public health services)
  - We would like information on what is under the purview of the ASTHO member or state/territorial health official
  - Do not include other departments that may be within an umbrella agency, such as Medicaid or senior services, if they are not public health

# FAQs

- How should centralized states respond to the Activities section?
  - Centralized states should respond “yes” only for activities performed directly by the state health agency
  - Please respond “no” for activities conducted by the state health agency via its local entities



# FAQs

- Should all questions be answered using FY14 and FY15 figures, or just the Finance Section questions?
  - The Finance Section questions should be answered using FY14 and FY15 numbers
  - If a time point has been specified for a question (e.g., past year, past five years), use that time period
  - If a time point has not been specified, please answer for what is currently occurring at your health agency

# FAQs

- Why can't I move on from certain sections of the survey?
  - Validation response requirements prevent participants from leaving certain parts of the survey
  - Bypass by navigating away from the page using the Table of Contents

# FAQs

- When will results of the survey be published?
  - ASTHO anticipates publications being available in Spring 2017

# FAQ Newsletter

- Starting 5/3, we will send out a weekly newsletter to Primary Contacts with frequently asked questions from the prior week
- Please continue to email us your questions, as these may be helpful to others filling out the survey

# ASTHO Contacts

- General contact: [surveyresearch@astho.org](mailto:surveyresearch@astho.org); 571-318-5404
- Rivka Liss-Levinson, Director, Survey Research:  
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