



2019 ASTHO PROFILE SURVEY

Q&A WEBINAR

April 23, 2019

2019 ASTHO PROFILE SURVEY: KEY DATES



**Survey Launch:
April 9, 2019**



**Survey Deadline:
May 31, 2019**

SURVEY ADMINISTRATION & LOGISTICS

- Administered online through Qualtrics survey web platform (www.Qualtrics.com)
- Senior Deputies or other designated contact received an email from ASTHO (profile@astho.org) with a link to the survey on April 9
- To change designated contact, email profile@astho.org

SURVEY ADMINISTRATION & LOGISTICS

- Can be completed in multiple sittings and/or by several people; but **cannot** be completed by two people at once
- Works best using Firefox or Google Chrome as web browser

SURVEY ADMINISTRATION & LOGISTICS

- Sections of the survey organized by content area
- Interactive Table of Contents (icon with three horizontal lines on the upper left-hand corner of the screen) can be accessed at any time to move throughout the survey

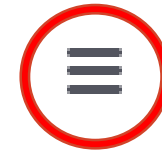


Table of Contents

Instructions

Part 1: Contact Information

Part 2: Activities

2.1 - 2.4

2.5 - 2.9

EH Services

2.10 - 2.14

2.15 - 2.23

Part 3: Health Agency Structure, Governance and Priorities



3.1 - 3.6

SURVEY ADMINISTRATION & LOGISTICS

- Data for each page automatically 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 - responses will not save!



PRE-FILLED SURVEY INFORMATION

- Some information will be pre-filled for your agency
 - Review pre-filled information and either **confirm or update**

3.2. Who appoints the state health official in your state?

Prefilled with 2016 Profile response. Please verify or choose one: Governor, Legislature, Secretary of State Health and Human Services, Board or Commission, Other (specify).

Governor

I verify that the above response is correct.

SHORTENED SECTIONS

- Activities: Environmental Health
 - If your agency completed the 2019 ASTHO Environmental Health Services Survey, certain duplicate questions will not appear

SHORTENED SECTIONS

- Workforce: Demographics and Salaries
 - If your agency participated in PH WINS in 2017, you may elect to substitute data from that survey
 - Opting into this option implies agency permission to use PH WINS data for this purpose

I affirm that the state health official has agreed to allow ASTHO to utilize select data from the 2017 Public Health Workforce Interests and Needs Survey (PH WINS) to supplement information on occupational classification salary ranges and workforce demographics.

Yes

No

CHANGES TO THE FINANCE SECTION

- Guidance to exclude certain expenditures from each program category
- Include administrative costs within the appropriate program category where possible

| Injury and Violence Prevention | |
|--|--|
| INCLUDE: <ul style="list-style-type: none">• Primary prevention for:<ul style="list-style-type: none">○ Injuries○ Violence○ Suicide | EXCLUDE: <ul style="list-style-type: none">• Occupational safety & health• Other victims' services |

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”
- Word versions for just the Activities, Workforce, and Finance sections are also available at the beginning of each

Saving Data

As you complete the questionnaire, your responses will be saved when you click on the Next button on the bottom of each page. Responses can be changed at any time until the survey is submitted using the “Submit Survey” button.

Printing a Blank Survey

You may print a blank version of the survey by clicking on the following link: [2019 ASTHO Profile](#)

Navigating the Survey

Depending on your responses to some questions, related follow-up questions may or may not appear. To go to a specific section of the survey, you can click on the Table of Contents at any time (the icon with three horizontal lines on the upper left-hand corner of your screen). To return to a previous question or skip ahead, simply click on the name of the section on the left panel and then the link that includes the question number (e.g. to

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

FAQs—Activities

How should I respond to the Activities section?

- Respond “yes” for activities:
 - Performed directly by the agency
 - Contracted out to another organization
 - Performed by LHDs staffed by state employees
 - Funded by passthroughs to another organization that are actively monitored/evaluated by the SHA
- Respond “no” for activities:
 - Conducted by LHDs with no financial responsibility from SHA
 - Funded by passthroughs and not actively monitored by SHA

FAQs—Activities

How should I answer for activities my agency performs infrequently?

- Please answer “yes” for any activities that your agency performed or directly supported in the past year.
- Option to provide additional clarification/context in the qualitative response boxes at the end of each question block.

FAQs—Activities

How should I answer for an activity that my agency does not currently perform but will begin performing this summer?

- Answer “yes” for any activities that your agency will start this summer.
- Provide additional qualitative information indicating when a particular activity will begin.

FAQs—Finance

What information should I put in the Finance section’s “Other” expenditure category (questions 5.2 and 5.3)?

- Use “Other Expenditures” for activities in the green **Include** column that are hard to place into program areas (e.g., jail inspections).
- Do not put any **Excluded** activities here.

FAQs—Finance

Why am I being asked to exclude certain programs from my expenditures in questions 5.2 and 5.3?

- In an effort to make program expenditures comparable across agencies, we'd like to omit those more unique services.
- All programs should be included in 5.1 totals.
- Contact profile@astho.org with questions about specific programs.

FAQs—Submission

Can I review my responses before I submit the survey?

- We encourage you to review responses as each section is completed.
- You will be able to print a copy of your responses after submission.
- If you need to make any changes to your survey after submission, email profile@astho.org.

TECHNICAL ASSISTANCE

- Archived webinar presentations available at: <http://www.astho.org/profile/>
- FAQs emailed regularly
- ASTHO staff available by email at profile@astho.org



ASTHO CONTACTS

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Previous ASTHO Profile Survey materials available at:

<http://www.astho.org/Profile/>



QUESTIONS