

2016 ASTHO Profile Survey Pre-launch Webinar

March 17, 2016



ASTHO Profile of State Public Health

- Comprehensive survey fielded by ASTHO every 2-3 years to collect information about state public health agency activities, structure, and resources
 - Prior surveys conducted in 2007, 2010, and 2012
 - Funded by grants from RWJF and CDC
- Next Profile Survey will be launched April 1, 2016
 - A modified version of the survey for the U.S. territories and freely-associated states will be administered simultaneously

Key Dates: 2016 ASTHO Profile Survey

- Pre-launch webinar: Thursday, March 17, 2016
- Survey launch: Friday, April 1, 2016
- Survey closes: Friday, May 27, 2016
- Webinar to review content-related questions: TBD (mid-April)
 - Will also be individual calls with U.S. territories and freely-associated states in mid-April to review individual questions

Survey Administration

- Administered online through Qualtrics survey web platform (www.Qualtrics.com)
- Senior Deputies and State Health Officials will receive an email from ASTHO with a link to the survey on April 1

Survey Table of Contents

Table of Contents	
Topic	Recommended Respondent
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

Recommended Respondents

- Recommended respondents are included at the top of each new section
- If completed by someone other than Senior Deputy, please provide full contact information for each respondent
- Respondents include:
 - Senior Deputy
 - Human Resources Director
 - Chief Financial Officer
 - Performance Improvement Officer or equivalent
 - Informatics Director or equivalent

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
 - Senior Deputy 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

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

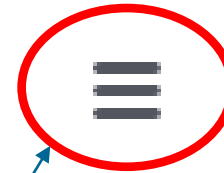


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Instructions

Part 1: Contact Information

Part 2: Activities

2.1 - 2.5

2.6 - 2.10

2.11 - 2.15

Individual State Profile

- Based on responses, an individual state 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 state profile will be presented 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 will receive 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?
- For what portion of the agency/department should we respond?
- If I forget to print out a copy of my responses after submission, can ASTHO provide me with a copy?
- When will results of the survey be published?
- Who do I contact with questions about the survey?

ASTHO Contacts

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ASTHO Profile Survey materials available at:

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

