**PHASE I**  **PHASE 2**  **PHASE 3**

Unweighted response rate is in the acceptable range, Create documentation statement.

No bias study is needed. Provide documentation statement to OMB explaining situation(s).

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OR

Unweighted response rate is below 80% but the weighted item response rate is in the acceptable range. Create documentation statement.

Determine if data to calculate weighted and unweighted response rates are available in Headquarters (HQ).

NO

YES

Conduct nonresponse bias study. Provide the findings to OMB.

Provide justification statement to OMB explaining situation. Examine potential nonresponse bias for future collections.

OR

For opinion-based surveys, create documentation of survey practices.

Unweighted and weighted response rate are in the unacceptable range.

Provide documentation to OMB of the survey procedures & statistical soundness of the data.

OR

For probability-based surveys, document plans to gather data for future analysis and a projected time line for completion.

Data are not available in Field Offices. States will be given instructions on how to obtain this data for the future.

Data are available in HQ. Calculate weighted item response rates for key items.

Provide justification statement to OMB documenting the findings and the statistical soundness of the data.

OR

OR

Data are available in Field Offices and needs to be provided to HQ.