

December 6, 2013

MEMORANDUM FOR : Reviewer of 1220-0045

FROM : Beth Rogers, Chief
Division of Safety and Health Statistics
Office of Compensation and Working Conditions
Bureau of Labor Statistics

SUBJECT : Changes to Internet Data Collection Facility for the Survey of Occupational Injuries and Illnesses

In January 2014, the Bureau of Labor Statistics (BLS) will begin using a revised internet data collection facility (IDCF) for the Survey of Occupational Injuries and Illnesses (SOII). In addition to the changes described below, the look and feel of the data collection screens was changed to increase usability.

The key modifications to the IDCF for 2014:

- Establishment information page:
 - The functionality that allows respondents to add additional establishments to the account has been moved from a separate page to the “Select Establishment” page and the instructions for adding establishments have been simplified.
- Section 1:
 - The “Update Establishment Location Information” page, the “Worksheet for Estimating Annual Average Number of Employees” page, and the “Worksheet for Estimating total Hours Worked by All Employees” page were changed from separate webpages to modal windows to increase usability.
 - An inline warning was added to alert the respondent that the combination of employment and hours information entered is unusually high or low. This is not a hard edit and the respondent does not have to change either entry to save and continue reporting data.
- Section 3:
 - The cases table is now pre-loaded with empty case rows based on the number of cases entered in section 2.
- Section 4:
 - The print button was moved to the following page to prevent respondents from thinking they had finished the survey before they had clicked the “Submit” button. Respondents now receive a confirmation email when they submit the survey.

Screenshots of the IDCF webpages have been included with this note to the reviewer. These changes are not expected to have an impact on respondent burden. If you have any questions about this request, please contact Beth Rogers by telephone at 202-691-5098 or by e-mail at rogers.elizabeth@bls.gov.