**ATTACHMENT C – SCHEDULE OF DATA COLLECTION**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Start** | **Complete** |
| Project Kick-Off Meeting | 4/23/2018 | Completed |
| Create draft work plan for submission to WB | 4/30/2018 | Completed |
| Create final work plan | 6/15/2018 | Completed |
| Prepare data collection plan for demographic and economic data | 6/4/2018 | Completed |
| Prepare data collection and standardization plan and submit to WB for review | 6/4/2018 | Completed |
| Prepare draft outreach materials and instructions for states for WB and HHS review | 7/1/2018 | Completed |
| Prepare final outreach materials and instructions for distribution to states | 8/1/2018 | Completed |
| Prepare data collection protocol and provide training for data collectors to ensure consistency | 7/2/2018 | Completed |
| Prepare final data collection plan | 8/1/2018 | Completed |
| Prepare project database with required data fields for both market rate and Census data | 8/1/2018 | Completed |
| Prepare shared file folders for archiving studies acquired from states | 6/28/2018 | Completed |
| Collect demographic data for every county | 6/18/2018 | Completed |
| Collect links to studies available on state websites and archive in PDF format (public domain: no OMB clearance required) | 12/3/2018 | Completed |
| Enter study data from states that publish county-level data on state websites (public domain: no OMB clearance required) | 12/17/2018 | Completed |
| Identify data that will need to be collected directly from states | 2/4/2019 | 3/31/19 |
| Add Civilian employed population 16 years and over for Management, business, science, and arts occupations,  Service occupations,  Sales and office occupations,  Natural resources, construction, and maintenance occupations,  Production, transportation, and material moving occupations | 2/4/2019 | 3/31/19 |
| Input and analyze demographic and economic data | 3/31/2019 | 3/31/19 |
| **WB TO SUBMIT OMB PACKAGE FOR REVIEW** | **4/1/2019** | **4/30/2019** |
| Quality check/finalize demographic and economic data | 4/30/2019 | 5/31/2019 |
| Respond to OMB Questions | 5/1/2019 | 11/30/2019 |
| Finalize OMB Clearance | 12/1/2019 | 12/31/2019 |
| Coordinate with HHS to distribute e-mail request for data | 1/1/2020 | 1/31/2020 |
| Collect any raw study data from states via secure online portal | 1/1/2020 | 2/28/2020 |
| Review raw data files collected via secure portal to identify any files that contain Personally Identifying Information (PII) and Business Identifying Information (BII) | 3/1/2020 | 3/15/2020 |
| Remove any PII and BII data that are discovered | 3/1/2020 | 3/15/2020 |
| Enter variables of interest from studies into project database | 3/1/2020 | 4/30/2020 |
| Perform quality control review of sample of data and correct errors found | 3/1/2020 | 4/30/2020 |
| Clean dataset and determine if any changes to the initial data standardization plan are required | 5/1/2020 | 5/15/2020 |
| Prepare data imputations according to the protocol defined in the data standardization plan | 5/15/2020 | 5/31/2020 |
| Finalize public use database | 6/1/2020 | 6/30/2020 |
| Prepare documentation to describe data imputations and to identify any limitations | 6/1/2020 | 6/30/2020 |
| Begin development of website for distribution of public-use database | 6/1/2020 | 7/1/2020 |
| Brief HHS on preliminary findings | 6/1/2020 | 6/30/2020 |
| Prepare documentation to describe data standardization and to identify any limitations | 6/1/2020 | 6/30/2020 |
| Prepare documentation to describe any changes made to the dataset | 6/1/2020 | 6/30/2020 |
| Prepare draft technical document | 7/1/2020 | 7/31/2020 |
| Prepare final technical document in 508 compliant format | 8/1/2020 | 8/31/2020 |
| Test website for distribution of public-use database | 8/1/2020 | 8/31/2020 |
| Prepare and deliver final briefing | 8/1/2020 | 8/31/2020 |
| Finalize website for public-use distribution | 9/1/2020 | 10/1/2020 |