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	2/4/2019	3/31/19

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		
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