

Attachment I.
Data Collection Process

General Data Collection Procedures

Grantee Survey (Attachment B). Each year in the summer, HRSA Project Officers will notify all Training, Research, and State Systems grantees about the Grantee Survey via email. The Study Team will follow up by sending all Training, Research, and State Systems grantees an email that includes a link to the Grantee Survey. This email will explain the purpose of the study, a list of frequently asked questions, instructions on how to access the web survey, and requested time to return the completed survey (10 business days). Grantees will receive the Study Team's email and a phone number which they can use if they encounter any technical problems while completing the survey.

After the 10th business day, the Study Team will send up to two reminder emails to any grantees who have not completed their web survey. The reminder emails will include survey information, a link to the web survey, contact information for the help desk, and a reminder of the web survey due date.

Toward the end of the survey data collection period, a member of the Study Team will follow up by telephone with grantees who have not completed the Grantee Survey to encourage web survey completion, answer any questions they may have, and offer an opportunity to complete the survey over the telephone. If any grantees elect to complete the survey via telephone, a trained member of the Study Team will administer the Grantee Survey and record survey responses using the grantee's unique survey link.

At the conclusion of the Grantee Survey data collection period, a thank-you email will be sent to all participating grantees. HRSA anticipates that all training, research, and state systems grantees will complete the Grantee Survey annually for 3 years.

Semi-Structured Interviews (Attachments C–G). In the final year of each grant, all grantees will be invited to participate in a semi-structured interview. Because grant periods vary, grantees will be recruited to participate in the semi-structured interview on a rolling basis.

In the final year of the grant, the Study Team, working in conjunction with the HRSA Project Officers, will notify select grantees about the semi-structured interview via email. This invitation email will include information about the purpose of the study and the interview and a list of frequently asked questions about the study. One week after sending the invitation email, a trained interviewer from the Study Team will begin contacting grantees via telephone to confirm receipt of the email, answer any questions, and schedule a semi-structured interview. Two weeks after sending the invitation email, the interviewer will send a reminder email to those grantees who have not scheduled their semi-structured interviews. For these remaining grantees, a second telephone call will be made to attempt to schedule an interview. Within 1 week of the scheduled interview, the interviewer will send an email to the grantee to confirm the interview date and time.

The interviews will be conducted over the telephone using the appropriate semi-structured guide (Attachments C–G), and with the permission of the respondent(s), the interviews will be recorded using a conference call interface with recording capability, such as WebEx. The interviews are expected to average between 60 and 90 minutes, depending on respondent type. At the conclusion of the entire data collection, a thank-you email will be sent to all grantees that participated in the semi-structured interview.