

## Data Collection Calendar

NORC sends a request to state Quitlines by email every quarter for their NQDW data submissions. The following table, Exhibit 1, shows the data collection schedule for the Services Survey, Individual-Level Intake, and 7-month follow-up (ASQ only) for all states. Intake Data are collected once per quarter, while Services Survey Data are collected once every two quarters (semi-annually) as shown below. 7-month follow-up data are requested annually. If these dates fall on a weekend, the requests are sent on the next business day.

**Exhibit 1. NQDW Data Request Schedule**

Calendar Quarter	Time Period	Type of Data Requested	Request Sent	Submission Deadline
1	January 1 – March 31	• Intake	Approximately 15 days after the calendar quarter	Approximately 45 days after the calendar quarter
2	April 1 – June 30	• Intake • Services Survey		
3	July 1 – September 30	• Intake		
4*	October 1 – December 31	• Intake • Services Survey		
1-4 (Annual)	January 1 – December 31	• 7-Month Follow Up Data (ASQ Only)		

\* Annual data and data from Quarter 4 are requested in January of the following calendar year.

NORC provides a 45-day period for data submission after the data requests have been sent. After the 45-day submission deadline, the NQDW team continues to work with the states and Quitline providers to obtain data that have not been submitted. Quitlines with outstanding historical data (data older than the most recently requested data) are reminded of these unsubmitted data in each data request and follow-up email. Follow-up emails are issued every two weeks. Exhibit 2 describes a typical follow-up procedure:

**Exhibit 2. NQDW Data Request Follow-up Schedule**

Follow-up Round	Request Sent	Submission Deadline
1	Approximately 1 days after the original submission deadline	Approximately 15 days after the original submission deadline
2	Approximately 16 days after the original submission deadline	Approximately 30 days after the original submission deadline
3	Approximately 31 days after the original submission deadline	Approximately 45 days* after the original submission deadline

\* As 45 days after the original deadline is one calendar quarter (approximately 90 days) after the calendar quarter for which it was requested, any follow-ups executed thereafter are rolled into a new data collection cycle.