

Hello,

I am writing to request submission of [QUITLINE]'s **Quarter 2, 2020 (April 1 – June 30) NQDW Individual-Level Intake Data** and your state's **Quarter 1/Quarter 2, 2019 (January 1 – June 30) NQDW Services Survey Data**. Please note that we are requesting Services Survey data only twice annually, rather than quarterly as it has been requested in the past. We will continue to request individual-level intake data on a quarterly basis.

Additionally, we are requesting certain **outstanding data** from [QUITLINE], which are as follows:

#### **NQDW Individual-Level Intake Data**

- Quarter 1, 2020 (January 1 – March 31)
- Quarter 4, 2019 (October 1 – December 31)
- Quarter 3, 2019 (July 1 – September 30)
- Quarter 4, 2018 (October 1 – December 31) **[Files submitted, variables missing]\***
- Quarter 3, 2018 (July 1 – September 30) **[Files submitted, variables missing]\***

#### **NQDW Services Survey Data**

- Quarter 3/Quarter 4, 2019 (July 1 – December 31)

**\*Per previous emails**, although the last 2018 Q3 and Q4 files that [QUITLINE] submitted resolved the issue of the number of callers, *many variables were not provided*; in turn, we cannot process the files correctly. We have attached a suggested list of variables and are hoping you can resend the data with these variables included.

You may send the *de-identified* Individual-Level Intake data through NORC's SFTP site. Please contact [NQDW@norc.org](mailto:NQDW@norc.org) if you need assistance logging into NORC's SFTP.

The form for submitting your 2020 Q1/Q2 Services Data is attached to this email, as is the form for the outstanding 2019 Q3/Q4 Services Survey.

We ask that these data are submitted by **Friday, August 14<sup>th</sup>, 2020**. If for any reason your state is not able to submit this information in a timely manner or if you have any questions, please let me know.

**Sincerely,**  
**NORC NQDW Team**

NORC at the University of Chicago  
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Bethesda, MD 20814



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