

**NORTH DAKOTA BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM (ND BRFSS)
NORTH DAKOTA DEPARTMENT OF HEALTH**

PROGRAM CONTRIBUTION POLICY

BACKGROUND

Prior to 2009 the BRFSS cooperative agreement with the Centers for Disease Control and Prevention (CDC) was able to solely fund the data collection/contractor costs associated with the ND BRFSS. At that time, North Dakota was one of only a few states not requiring program contribution to cover data collection costs. However, in 2009 continued program operation required the development and implementation of a program contribution policy for optional modules and state-added questions.

Initially, the cost per question was calculated by subtracting the amount of funding received from the cooperative agreement from the total data collection cost and then dividing by the number of optional module and state-added questions. From there, a price range considering question length, complexity, burden and sensitivity was developed. At that time, all proposed questions were considered based on public health value regardless of available resources. Programs were encouraged to partner together and with outside organizations to share the cost of the questions.

Beginning in 2010 the ND BRFSS program was unable to consider optional modules and state-added questions for inclusion in the survey without funding from the requestor to support the proposed module. In addition, the data collection contractor began providing individual bids for each of the optional and state-added modules. This individual bid is the required contribution amount for each request. The bids are based on multiple survey cost factors (see Survey Cost Factor list). The contractor also uses production data from past projects to help calculate how long specific tasks took and how productive a sample was, especially if the project is similar to or the same as one done previously.

The process of requesting optional modules and state-added questions also was formalized in 2009 to provide consistency in the evaluation and selection process. The program contribution policy requires a Data Need Proposal form to be completed for each module being requested. Both the program contribution policy and Data Need Proposal form are reviewed annually and revised as needed.

In 2009, programs were not asked to contribute to the cost of the BRFSS core questions in addition to proposed questions. However, federal funding was reduced in 2010 and the need for additional dollars to support the core survey became highly probable for program sustainability without reducing sample size. Therefore, a policy for program contribution also was established to support the cost of the core survey questions. This policy will be implemented annually as funding requires.

POLICY

Program contribution to support the core BRFSS survey questions (landline and cell phone) will be requested annually as funding requires. In recent years BRFSS' federal funding has been received in several funding "waves" during the budget period and the total dollar amount is uncertain. Therefore, the specific dollar amount needed to cover the core costs for this budget period cannot be determined until the final notice of grant award is received. Further information will be made available as soon as the program director receives final notification of any additional funds for the current budget period. The deficit for the current budget period will be determined by subtracting the CDC award from the contractor bids for the land line core and cell survey. The program director may consider cutting sample size to make up the deficit.

If program contribution is requested, the core questions will be divided into two groups: 1) those modules that fall directly under (or are related to) current NDDoH programs and 2) those that do not. The CDC award will *first* be used to cover the cost of core modules that fall outside current NDDoH programs and for state-added demographic questions not specific to any one program, but beneficial to all.

Next, the award will be applied to the core questions that fall under current NDDoH programs. The remaining deficit will then be divided by the total number of core questions that fall under current NDDoH programs to determine cost per question. The cost per question will then be multiplied by the number of questions in each module to determine a cost per module. Module costs will then be assigned to appropriate programs and the program will be asked to contribute these funds to support the core. Contributions to the BRFSS core from outside partners will be accepted but not required. Outside partners will be expected to contribute to optional module and state added questions they propose that are accepted to the survey.

Contribution to the core includes administrative and analytical costs.

The procedure for submitting a proposal for state-added questions for the 2014 survey is the same as in 2013 with a few minor revisions to the due dates and to the BRFSS Data Need Proposal form.

PROCEDURE

1. Notify program director by email (amusumba@nd.gov) of intent to submit a proposal *no later than COB Friday, June 30, 2014*.

Please inform the program director as soon as possible if you are not able to attend the August meeting and are unable to have someone attend in your place. Conference call participation for this meeting can be arranged as needed. Questions that are not proposed during the August meeting **will not be** considered for inclusion in the survey.

Also, please let the program director know right away if you will need assistance with question design and/or if your questions will need pre-testing.

2. Prepare and present a 3-5 minute summary of proposed questions to the BRFSS work group at the August meeting.

Come prepared to present your request and field questions from the work group related to your proposal.

3. Complete and submit the North Dakota BRFSS Data Need Proposal form to the program director **no later than COB July 18, 2014** unless otherwise instructed by the program director.

Competition is extremely high for space on the survey, so submitting a proposal is not a guarantee that the content can be included. The survey is unlikely to be able to tolerate the requests of all programs. Typically there are approximately 100 questions required by CDC; with a total survey length of about 125-135 questions depending on question burden. The program director will not lengthen the survey beyond about 20-22 minutes. For the purpose of counting the number of questions for the proposal, each response counts as one question.

4. Continue working with the program director and/or BRFSS work group as needed to answer questions and finalize question design for survey.
5. The NDDoH Epidemiologist group will act as the advisory team to the Program director on survey content and the Program Director will make the final decision on survey content.

In addition to reviewing the information included on the ND BRFSS Data Need Proposal form, the program director will also consider the burden of the proposed questions, whether or not the questions are “demographic” in nature, that is, their primary use is as a cross stratifier for a broad range of questions, whether or not the questions are well designed and appropriate for a telephone based survey, whether or not the questions are of low sensitivity and do not raise human subject protection issues and whether or not the questions are required to increase sample size across multiple years for questions previously asked on the survey.