

Metrics Technical Advisory Workgroup
January 22, 2015

National Adult CAHPS HP Survey

Data collection:	NORC send state sample file	1/28/2015	1/28/2015
	Samples reviewed and prepped for mailing	1/28/2015	2/4/2015
	run sample address through	2/4/2015	2/4/2015
	customized mailout materials printed	2/4/2015	2/24/2015
	quality assurance checks conducted	2/19/2015	2/24/2015
	1 st questionnaire mailing	2/19/2015	2/25/2015
	1 st postcard mailing	2/26/2015	3/4/2015
	2 nd questionnaire mailing	3/26/2015	4/1/2015
	2 nd postcard mailing	4/2/2015	4/8/2015
	Telephone interview	4/16/2015	6/11/2015

Oregon CAHPS HP Survey (Adults + Children)

Tasks	Completion date
OHA sends Datastat draft adult and child qnaires (changes)	12/18/14
DS sends 2014 Letters and postcards to OHA for review	1/6/15
Final sample frame arrives from OHA	1/10/15
OHA revises letter and postcard text and sends to DataStat	1/13/15
DataStat sends OHA sample feedback and selection data	1/14/15
OHA send oversample amounts and categories to DS	1/15/15
DS selects oversample and sends final counts to OHA	1/16/15

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Tasks	Completion date
DataStat sends final English letters and postcard text to OHA	1/16/15
Translation/formatting of Spanish materials of Spanish Materials	2/4/15
OHA signs off on selected sample	1/21/15
All formatted English materials approved by OHA	1/23/15
Begin press production	3/4/15
Mail production	3/4/15
Spanish formatted materials sent to OHA for approval	2/5/15
OHA approves Spanish materials	1/14/14
Mail out advance notification/endorsement letter	3/5/15
Mail first survey	3/12/15
1st Postcard	3/19/15
Automated reminder call	3/19/15
Banner book specifications	3/23/15
Send bi-weekly disposition file*	5/4/15
2nd Mail	4/9/15
2nd reminder postcard	4/16/15
Phone follow-up calls to non-responders to complete or schedule phone interviews (CATI)	5/14/15
One hour CATI moitoring session	
Mail and phone field ends	5/14/15

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Tasks	Completion date
Delivery of draft tabulation books	5/15/15
Delivery of final data	5/29/15
OHA Review and return Draft Banner books	5/29/15
DataStat sends final banner books and summary report	6/30/15