




Using the HPCDP Special Data Analysis and Technical Assistance Request Form (SDATARF) to Advance Policy

Grantees & Contractors Training Call
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Who Should Use the SDATARF and What Is It?

- **Who?** TPEP and Healthy Communities Grantees (counties, tribes), Technical Assistance Contractors
- **What?** Standardized form for requesting data or evaluation technical assistance from HPCDP (like the “MAC” form)



When to Use the SDATARF?

- **When?**
 - Request health condition or risk factor data not already displayed in HPCDP burden reports, Keeping Oregonians Healthy, Tobacco Facts and Laws, county fact sheets, specific population data reports, etc.
 - Request technical assistance for local evaluation activities



When to Use the SDATARF?

- **When:**

- (Grantees) Requests must be related to an existing BPO objective in your workplan, or be in preparation for developing new objectives



Where to Find the SDATARF

- **Where?** On TPEP connection at <http://www.oregon.gov/DHS/ph/tobacco/tp ep/>
- **Why?** Helps to ensure requests are understandable and able to be fulfilled in a timely manner

The SDATARF Looks Like This

Health Promotion and Chronic Disease Prevention Special Data Analysis and Technical Assistance Request Form (SDATARF)

Objective: This form allows people to request health condition or risk factor data not already displayed in HPCDP burden reports, Keeping Oregonians Healthy, Tobacco Facts and Laws, county fact sheets, specific population data reports, etc. These existing data publications can be found at <http://www.oregon.gov/DHS/ph/hpcdp/index.shtml>. This form can also be used to request technical assistance for local evaluation activities.

Instructions: Please answer all of the questions below. Your answers will help us meet your needs accurately and in a timely fashion. Please e-mail the completed form to your assigned community programs liaison:

- ❖ Andrew Epstein (andrew.d.epstein@state.or.us)
- ❖ Audrey Sienkiewicz (audrey.sienkiewicz@state.or.us)
- ❖ Becky Wright (becky.m.wright@state.or.us)
- ❖ Jacqueline Villnave (jacqueline.m.villnave@state.or.us)
- ❖ Kylie Menagh (kylie.a.menagh@state.or.us)
- ❖ Sabrina Freewynn (sabrina.l.freewynn@state.or.us)

Thank you!

SDATARF's Critical Elements

5. Telephone number:

6. Date of request:

7. Deadline:

8. Reason for deadline:

Fill out before
sending to liaison

9. Describe your data request or technical assistance need as best you can.
Please be specific:

10. Describe which, if any, of your workplan objectives this request relates to.

11. How will you use these data? Please be specific.

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Work with liaison if you are unsure

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11. How will you use these data? Please be specific.

If you are unsure, rethink SDATARF



Examples of Past Requests That Were Successfully Fulfilled

- Assistance modifying existing survey instruments to meet needs of local policy movement
- Assistance analyzing* results from locally conducted survey
- Obtaining data that are more recent than in released reports
- Explaining what data are and are not currently available on a topic

* Depends on HPCDP analyst capacity



Examples of Past Requests That Could Not be Fulfilled

- Data by county by year, for almost all measures
- Copies of old copies of Tobacco Facts, County Data Sheets
 - Methods have changed over the years and numbers are not necessarily comparable
- “Last year’s data” (i.e., asking for 2009 BRFSS data in March 2010)



Process for Submitting SDATARF

- Let liaison know that you have a data or technical assistance need
- Complete the SDATARF to the best of your abilities and submit to your liaison



HPCDP Processing of the SDATARF

- Liaison will review and determine if SDATARF needs more details or can be forwarded
- Once forwarded, staffing will be determined based on:
 - Timeline
 - Task
 - Topic
 - Analyst training

HPCDP Processing of the SDATARF

- Analyst assigned to work on SDATARF will contact you (& cc your liaison) within one day of receiving request from liaison
- Often will need to clarify/refine request
- Amount of analyst time to research and analyze can vary – 15 min. to one week
- Once a request goes in, please let us know ASAP if you no longer need the work done



How to Get Best Results

- The more lead time the better
- Know what data are already available on the topic
- If you have an example of what you have in mind, submit it with the SDATARF
- Remember – it never hurts to ask. Even if we cannot fulfill a request, we track it and it helps us to determine future directions within HPCDP



Additional HPCDP Resources

- Five Palm Pilots for convenience sample surveys at specific events or locations
- Survey Development Toolkit posted on TPEP

Connection:

[http://www.oregon.gov/DHS/ph/tobacco/tpep/data
support.shtml](http://www.oregon.gov/DHS/ph/tobacco/tpep/data_support.shtml)