



Q&A for FY2018 Annual Survey

The following are questions submitted by NAQC members regarding the FY2018 Annual Survey. This document will be updated throughout the survey as new questions come in. NAQC responses will be in **red** following each question.

Question:

Regarding Q33a-d on the FY2018 annual survey: For Q33a, are you asking about dollars only received from CDC OSH, or can another CDC [funding] sources be combined there (such as PHHS dollars) Or would you prefer the PHHS funds go on line Q33d?

Answer:

Please report all CDC funding on Q33a; Q33d is only for funding amounts the state quitline received from other sources, such as research grants. If your state quitline did not receive any funding in FY2018 from "other sources", then please report \$0 on Q33d. If however, you are unsure or unable to get the funding amount the state quitline received from "other sources" in FY2018, then please report a "-9".

Question:

What time period should the data cover? Is it possible to report utilization data based on our CDC Quitline grant cycle period of August 1st – July 31st ?

Answer:

Please report all data for the FY2018 annual survey based on your state quitline's state fiscal year. For most states the fiscal year 2018 runs July 1, 2017 to June 30, 2018. For funding that begins and ends on a timeline other than your state's FY2018:

- Take the average of the total available funds per month, and only report the portion of those funds for the number of months the funds were available during your state's FY18.
- *For example, if funds were awarded for October 2016 – September 2017 for a quitline whose FY18 was July 1, 2017 – June 30, 2018, this would mean funds were available for 3 months of FY18. So the total amount of funds that should be reported for FY18 would be 25% of the total. The equation would be: total amount of funds awarded x .25 = amount of funds awarded during FY18.*

Question:

Can state health departments and quitlines collaborate on filling out the survey rather than each entity completing it?

Answer:

Like previous years, we recommend that quitlines designate one staff person to gather all responses to survey questions and document those responses on one copy of the survey. We realize that to

complete the survey quitline staff will need to reach out to other members of the state tobacco control unit, quitline team and service provider. The WORD and PFD Versions of the survey are great for sharing with other members whom you will need assistance from in gathering data, but those responses should be compiled by one staff and documented on one copy of the survey.

After all response to the survey are gathered, then access the survey in Survey Monkey and enter the response during one uninterrupted session.