

# Summary of Changes to PRAMS Model Protocol for 2015

## Throughout

References to PRAMtrac, QDS, WebCATI, PONDER, CPONDER deleted and/or updated with references to PIDS or PRAMStat where applicable.

## Table of Contents

- Updated page number for Chapter 1, section 1.3
- Added new section in Chapter 5 (5.8 – Web Data Collection) and updated page numbers for sections 5.8 – 5.12.
- Updated page numbers for Chapter 6, sections 6.2 and 6.4-6.8
- Updated page numbers for Chapter 7, section 7.4
- Updated title of Appendix I, now “Informed Consent Documents”, removing “Mailed” and adding “s” to “Document”
- Added new Appendix title “BB Web Survey Screen and Emails” (p. vi)
- Updated footer to “Updated June 2015”

## Chapter 1 (Introduction)

- Removed “past tense” text (p. 1-4)
- Removed word “contract” to “contrast” (p. 1-5)
- Edited incorrect spelling of SAIC, changed from “Interanational” to “International” and added new name company name “Leidos” (p. 1-6)
- Added information regarding PIDS timeline to reflect the status of the system as of June 2014 and introduced web module as an option for data collection and added it as a mode of data collection (p. 1-6)
- Added description of the PIDS User Guide and removed description of CATI System “How to” Documentation (p. 1-8)
- Updated footer to “Updated June 2015”

## Chapter 3 (Staffing)

- 3.2 Removed reference to WordPerfect (p. 3-2)
- 3.2 Removed reference to Web CATI (p. 3-2)
- 3.2 Replaced PRAMS software with PIDS (p. 3-2)
- 3.3 Added bullet to “Follow-up with web survey respondents that may need assistance” under section titled “Conduct data collection.” (p. 3-5)
- Updated footer to “Updated June 2015”

## Chapter 4 (Sampling)

- 4.2b Updated date from 1992 to 2013 (pgs. 4-6, 4-7, 4-8, 4-15)
- 4.4b Updated date from 1992 to 2013 on table 4.4b (p.4-23)
- Updated footer to “Updated June 2015”

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### Chapter 5 (Data Collection)

- 5.1c Added “by web” as mode of data collection (p.5-1)
- 5.2a Clarified response rate requirements for overall analysis and stratum-specific analyses. (p.5-1)
- 5.3 Introduced web module as an option for data collection and added it as a mode of data collection. (p.5-3)
- Added new section 5.3c listing advantage and disadvantages of web data collection. (p.5-6)
- 5.4a Changed from future tense to past tense when describing the Phase 7 survey. Mentioned that the Phase 7 survey will be set up for web data collection. (p.5-8)
- 5.4c Removed reference to Phase 5 (p. 5-9)
- 5.4f Added a sentence about testing the web survey. Added web as a mode of data collection. (p.5-13)
- 5.4h Changed from two modes to three modes. Added ‘mail’ and ‘telephone’ descriptors to the questionnaire format sections.(p.5-14,5-15)
- 5.4h Added a section iii. to describe the format of the web survey. Added a task box to state whether web survey will be used or not. (p. 5-15,5-16)
- 5.4i Added “ web” as type of survey (p.5-16)
- 5.5a Added Appendix BB (p.5-17)
- 5.5a Added discussion of timing of when to introduce the web survey into the data collection process and a task box for states to state their decision on when to introduce the web survey. (p.5-17)
- 5.5a (i-vii) Mentioned option to include mention of web URL and passcode in each of the mail contacts.(p.5-18,5-19)
- 5.5a Added web option to explanation regarding timing of introduction of contact (mail, telephone and now web) methods (p. 5-19)
- 5.5b Changed name of contact file from ‘BCENTRY’ to ‘CONTACT’. Added mention of web survey mode and ability to track web survey completions. Added mention of ability to track partial completions across modes. (p.5-20,5-21)
- 5.6c Added that introduction of web option can be included in cover letter of mailings. (p.5-29)
- 5.6d Protocol Development Task - added choice of whether web info will be included in cover letter or on a separate card in packet. (p.5-30)
- 5.6f Deleted reference to PRAMS Implementation Manual. (p.5-31)
- 5.7c Deleted “automatically” and reference to CATI Training Guide.(p.5-34)
- 5.7c Replaced CATI Training Guide with PIDS User Guide (p. 5-34)
- 5.8 Added new section on web data collection. All following sections were renumbered. (p. 5-36,5-37)
- 5.10 Removed sentence regarding the development of an experimental feature. (p. 5-37)
- 5.12 Updated language about the configuration report to reflect procedures in PIDS (p.5.39)
- Footnotes for chapter Added a reference for Dillman paper on web methodology (p.5-40)
- Updated footer to “Updated June 2015”

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### Chapter 6 (Data Management)

- 6.1b Removed “Commercial Zip Program” (p. 6-2)
- 6.1b Deleted paragraph on Real VNC telephone monitoring software (p. 6-2)
- 6.2a Corrected spelling of “least” in first bullet (p. 6-3)
- 6.2a Added bullet “Microsoft Word 2003 or 2007” to list of basic requirements (p. 6-3)
- 6.4 Pluralized measure to say “measures” (p. 6-5)
- 6.5 Changed sentence about “releasing data to CDC” to specify “expiring batches at which point CDC considers the batches ready to process” (p.6-5)
- 6.5b Separated words in “birth weight” (p. 6-6)
- 6.5c Replaced BCENTRY with CONTACT file in three places (p. 6-6, 6-7)
- 6.5e Added reference to “web” questionnaire in two places (p. 6-7)
- 6.5e Added sentence about keying web survey data directly into PIDS by the respondent (p. 6-7)
- 6.5e Replaced “is” with “are” to reference web and telephone questionnaire data in two places (p. 6-7)
- 6.5f Added reference to web survey comments during the web session (p. 6-8)
- 6.5f Added reference to data being maintained in PIDS (p. 6-8)
- 6.5f Replaced BCENTRY with “CONTACT” file in three places (p. 6-8)
- 6.6b Specified “mail” questionnaire data entry program in PIDS module (p. 6-8, 6-9)
- 6.6b Added sentence about Verification Workbench (p. 6-9)
- 6.6b Added reference to “phone data entry module” in place of CATI systems (p. 6-9)
- 6.6b Added sentence about phone review mode (p. 6-9)
- 6.6b Added sentence about automatic checks and skip patterns in the web survey (p. 6-9)
- 6.6c Added three sentences about monitoring in phone module in PIDS (p. 6-9)
- 6.6c Replaced PIDS CATI “How To” Guide with “PIDS User Guide” (p. 6-9)
- 6.6d Replaced BCENTRY with CONTACT file and added reference about it not being available in PIDS (p. 6-9)
- 6.6d Removed sentence about a report summarizing the batch checking process (p. 6-9, 6-10)
- 6.7 Added sentences about the PIDS report module and updated the names of the 5 reports (p. 6-10)
- 6.8a Replaced BCENTRY with “CONTACT” file (p. 6-10)
- Updated footer to “Updated June 2015”

### Chapter 7 (Analysis)

- 7.2b Removed reference to Chapter 3 Guidelines for State Analysis of PRAMS Data (p.7-3)
- 7.4d iii Removed reference to Chapter 8 Guidelines for State Analysis of PRAMS Data (p.7-7)
- 7.4e iii 1 Corrected “self-reported” (p. 7-8)
- 7.4e iii 1b corrected “over report” (p. 7-9)
- 7.4e iii 1c added text referring moms answers the survey on the web (p. 7-9)
- 7.4e iii 3 added text referencing operations data and web survey results (p. 7-9)
- Updated footer to “Updated June 2015”

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### Chapter 8 (Authorship)

- Protocol Development Task- Removed reference to publication form (p.8-4)
- Updated footer to “Updated June 2015”

### Chapter 10 (Human Subjects)

- 10.2 Added sentences about how mothers will access the informed consent in the web survey module (p. 10-2)
- 10.2 Added language about “web” being a type of introductory script (p. 10-2, 10-3)
- 10.2 Protocol Development Task – Added sentences about where the model web survey introduction can be found and what state-specific information to include (p. 10-4)
- 10.3b.ii Added language about “web” being a type of introductory script. Appendix I will now be called “Informed Consent Document” and reference to Appendix BB (Standardized Emails and Web Screens) (p. 10-5, 10-6)
- 10.4 Replaced reference to CATI with PIDS in two places (p. 10-7)
- Updated footer to “Updated June 2015”

### Chapter 12 (Glossary)

- Added text to SAIC definition to reflect their new name change to “Leidos” (p. 12-5)
- Added the definition of “Secure Access Management System (SAMS)” (p. 12-6)
- Updated footer to “Updated June 2015”

### Appendix A (PIDS Overview)

- Minor edits to remove the future tense “PIDS will...” to the present tense (p. A-1)
- Added company name Leidos (p. A-1)
- Added text in reference to PIDS deployment (p. A-2)
- Updated footer to “Updated June 2015”

### Appendix B (Analysis Weights)

- 1.2 Added additional factors that are associated with response (p. B-1)
- Updated footer to “Updated June 2015”

### Appendix C (State Questionnaire Testing Results)

- Section 1 box: Reference to the web format added (p. C-1)
- Section 2 box: Reference to the web format added (p. C-1)
- Updated footer to “Updated June 2015”

### Appendix D (Rationale for Core questions)

- Updated to include Phase 8 core questions

### Appendix E (Rationale for State-added questions)

- States should update this to include standard and state-specific questions added to the Phase 8 survey

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### Appendix F (Standardized Letters for PRAMS)

- Added a sentence indicating the web module informed consent documents can be found in Appendix I (p. F-1)
- For each type of mailing letter (preletter, mail 1-infant alive, mail1-infant dead, tickler, mail 2, and mail 3) added a new version of the letter with language either introducing or mentioning the option of completing the survey online. Also provided the URL and passcode.
  - Preletter with web option (p.F-3)
  - Mail 1 –infant alive with web option (p.F-5)
  - Mail 1 –infant dead with web option (p.F-7)
  - Tickler with web option (p.F-9)
  - Mail 2 – with web option (p.F-11)
  - Mail 3 – with web option (p. F-13)
- Spanish translations added for each item above
  - Preletter with web option (p.F-16)
  - Mail 1 –infant alive with web option (p.F-18)
  - Mail 1 –infant dead with web option (p.F-20)
  - Tickler with web option (p.F-22)
  - Mail 2 – with web option (p.F-24)
  - Mail 3 – with web option (p. F-26)
- Changed the word “descubrir” to “entender” in the Spanish tickler (p.F-21)
- Updated footer to “Updated June 2015”

### Appendix G (Standardized Telephone Introductions)

- Language explaining the new PIDS CATI system replaces language about the old Web-CATI system in the 2<sup>nd</sup> paragraph (p. G-1)
- Add instruction to interviewers with a new code to record if the mother request that the web link and passcode are sent to her so she can do the survey online (p. G-6, G-9/G10-English version; p. G-17, G-21- Spanish version)
- Added new introduction, Section 4, for women who completed a partial survey; subsequent sections were renumbered (p.G-11 – English version; p.G-23/G-24 – Spanish version)
- Updated footer to “Updated June 2015”

### Appendix H (State Mail and Phone Questionnaires)

- Section 1 box: Reference to the web format added (p. H-1)
- Updated footer to “Updated June 2015”

### Appendix I (Informed Consent Documents)

- Added reference to web format of the informed consent (p.I-1)
- Created Web informed consent document (p.I-4-English, p.I-5-Spanish)
- Updated footer to “Updated June 2015”

### Appendix J (Question & Answer Brochure)

- Minor edit to Spanish text under “Will my answers be kept private” section

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### Appendix M (Telephone Interviewer Monitoring Procedures)

- Deleted paragraph on commercial screen capture products; added information about PIDS screen capture feature (p. M-1, M-2)
- Updated footer to “Updated June 2015”

### Appendix N (Experiments)

- Introduction: phrase “and currently supported by PIDS” deleted (p. N-1)
- Examples of web module experiments added to table of experiments (p. N-1)
- Description added regarding the recommended number of batches for inclusion in an experiment (p. N-2)
- Added language about the recommended number of batches to conduct an experiment on (p. N-3)
- Updated footer to “Updated June 2015”

### Appendix O (State Configuration)

- Updated to reflect configuration screen used in PIDS
- Updated footer to “Updated June 2015”

### Appendix P (BCENTRY file)

- Made changes to CONTACT.DAT File Layout variable names, starting columns, and width in three places (p. P-3, P-4, P-7)
- Updated footer to “Updated June 2015”

### Appendix Q (Uniform File Layouts)

- Removed text referencing QDS and PRAMTrac and added reference to PIDS (p. Q-1)
- Added bullet for the new Web Output File (p.Q-1)
- Minor edit to text (p. Q-18 and Q-23)
- Added codes 80-83 to variable Exp1\_Typ for web experiments (p. Q-28)
- Added codes 3-5 to variable MODECONT for web options (p. Q-32)
- Added code 3 to variable MODE\_PRT for web and updated notes on this variable related to PIDS replacing PRAMtrac (p.Q-33)
- Changed PRAMtrac to PIDS (p. Q-35)
- Added code 8 to variable P\_RESULT for web (p.Q-38)
- Added 4 new web-related variables and descriptions (p. Q-40 – Q-41)
- Added new code 45 to variable R\_CALL for web (p. Q-50)
- Added new section 2d. Web Details Output File Layout (p. Q-52-Q-54)
- Deleted reference to Phase 5 and 6, as well as QDS (p. Q-56)
- Updated footer to reflect recent updated “Updated June 2015”

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### Appendix R (Guidelines for Collaborative Studies Using PRAMS Data)

- Phrase “external researchers” added to the list of partners (p. R-1)
- Phrase “at the beginning of the grant cycle” added specifying when data sharing agreements are signed (p. R-1)
- Phrase “or requests” deleted (p. R-2)
- Added a new bullet specifying that PRAMS be used as a keyword (p. R-3)
- Added new bullet 7 separating the last sentence from bullet 6 into a new bullet “The acronym PRAMS will be submitted as a keyword for any publication. Subsequent bullets were renumbered (p. R-4)
- Updated footer to “Updated June 2015”

### Appendix V (PIDS Data Security Plan)

- Acronym PII is spelled out (p. V-1)
- Updated reference to Chapter 6 to include title of chapter “Data Management,” and capitalization of the “c” in Chapter (p. V-1)
- Update to the paragraph on who can access personally identifiable information in PIDS at the state, CDC and contractor level based on their assigned system roles (p.V-1,V-2).
- Deleted information about phone supervisors (p. V-2)
- Added paragraph on question response data (p. V-2)
- Added information on web access to the system (p.V-2)
- Updated footer to “Updated June 2015”

### Appendix X (Contracting Guidelines)

- Minor correction, change from “2012 births” to “in 2012” (p. X-1)
- Minor correction, text regarding data collection system
- Added text regarding web module methodology (p. X-3)
- Minor – addition of title of appendix (p. X-4)
- Section II A. iv. - Added text referring to the process of assigning roles to PIDS system (p. X-5, X-6)
- Section II B. iii – Removed text in reference to outdated section in Appendix A and added text referencing PRAMS Telephone Interviewer Training Manual and PIDS User Guide. (p. X-7)
- Section II B. v – Removed outdated text referring to “CATI testing” and added text regarding utilizing the PIDS Staging for testing. (p. X-7)
- Section III A vii – Removed outdated text in reference to an OPAL report and added text referencing PIDS reports (telephone operations report and batch reports). (p. X-8)
- Section III B ii, iv, and vi – minor word changes regarding PIDS (p. X-8)
- Updated footer to “Updated June 2015”

### Appendix Z (Telephone Interviewing Procedures)

- Added bullet about handling requests for a web survey (p. Z-1)
- Added a section on handling requests for a web survey (p. Z-4)
- Updated footer to “Updated February 2014”

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### Appendix AA (Alternative Methods)

- Added “Questionnaire Supplement Plans” to the title (p. AA-1)
- Added an introductory paragraph incorporating both alternative methods and questionnaire supplements (p. AA-1)
- Added section heading “1.0 Alternative Methods” (p. AA-1)
- Added phrase “inception and response to the PRAMS Funding Opportunity Announcement” to the first paragraph of section 1.0 (p. AA-1)
- Deleted part of the description of the South Dakota Tribal PRAMS project (p. AA-1)
- Added a paragraph describing other examples of alternative methods used by PRAMS states as part of the Kellogg Foundation project (p. AA-1)
- Deleted paragraph with summary information and language on IRB review since it was moved to the first introductory paragraph
- Added section number 1.1 to the “Designing Alternative Methods” heading (p. AA-2)
- Added sentence about the Kellogg Methods to the 1<sup>st</sup> paragraph of section 1.1 (p. AA-2)
- Part 5: replaced “PRAMtrac, QDS, WebCATI) with PIDS (p. AA-2)
- Added a new section 2.0 on question supplement that states may elect to include with their PRAMS surveys

### Appendix BB (Standardized Emails) NEW

- Added new appendix to include example web survey screens and sample email communications regarding the web survey