

Staffing Up: Determining Public Health Workforce Levels Needed to Serve the Nation

Data Collection

Orientation for Participating Public Health Agencies

Outline

- Getting Started
 - Data Use Agreement
 - UW Net ID
- Support for collecting and reporting data
 - Online resources
 - Contacting the UCOA staff
- Data reporting
 - Accessing and using the data reporting form
- Completing the data submission
- Final report
- Schedule & Next Steps

Getting Started

Data Use Agreement and UW Net ID

Data Use Agreement

- Respondents are asked to sign a Data Use Agreement with UW PHAST to support their participation in the Staffing Up data collection effort
- Data Use Agreement is in your cloud-hosted participant folder or can be transmitted via email
- The Data Use Agreement outlines:
 - Overview and purpose
 - Agency's intentions around completing the data collection effort
 - UW PHAST's responsibilities around protecting this data

UW NetID

- Your data collection instrument is hosted on the UW's cloud to allow for seamless use and review among all agency participants and our technical assistance providers
- If you haven't already, your agency's point-of-contact will receive an auto-generated email inviting you to set up a UW NetID to support your participation in this effort
 - **This UW NetID can be used by all agency staff participating in the data collection effort**
- If you are unable to use our cloud or would prefer to manage your data collection instrument another way, please talk with our staff

Support for Collecting and Reporting Data

Resources, Contacting Staff, and Project Management

Online Resources

- <https://phastdata.org/StaffingUp>
 - PDF of orientation PowerPoint file (this presentation)
 - Guidebook
 - Operational Definitions for UCOA Major Programs
 - Questions and Answers
 - Concise descriptions of key concepts, approaches, answers to general questions
 - Will be revised as new questions come up

Contacting the UCOA Staff for TA

- Email: staffingup@uw.edu
 - Best way to reach Annie, Dana, and Greg
 - Can schedule calls or Zoom meetings as needed

Project Management Support

- The UCOA TA team will work with your team
 - Determine scope and distribution of tasks
 - How to approach the data collection process – “where to start”
 - Decide who will complete which parts of data entry form
- To support this, the UCOA TA team will reach out to your agency point-of-contact to schedule a one-on-one worksession.

Data Reporting

Role of the Point-of-Contact, Establishing the Right Team to Participate in Data Collection, Accessing and Using the Data Reporting Form, Pulling the Right Source Data

Role of Agency Point-of-Contact

- Completing and returning your agency's UW PHAST UCOA's data use agreement
- Managing communication with the UW PHAST UCOA Team and acting as the data collection liaison for your staff
- Determining who in your organization will participate in the data collection effort and delegating responsibilities
- Tracking completion and the data collection schedule
- Reviewing and “signing-off” on final results
- Keeping your Director, if the “point-of-contact” is not the Director, apprised

Accessing the Data Collection Instrument

- Unique link for your agency's data collection instrument
- Login using UW NetID and password for your agency
- Contact help@uw.edu if you need to reset the password
- Contact staffingup@uw.edu for any other issues accessing the form
 - Permission errors
 - Need the link

Data Collection

- Respondents are encouraged to upload/save raw data files to their folders
- Final data is collected via a dynamic, customized data collection instrument developed in Excel online
 - Designed for lay Excel users
 - Includes drop downs, conditional formatting, and other dynamic features to support completion
- Guidance for entering data is provided within the instrument
 - Instructions tab
- An ancillary budgeting tool to support development of a zero-based budget for full implementation costs is available
 - Results from this ancillary tool can be directly copy-pasted into the data collection instrument

Data Collection: Background

- Beginning and ending dates for agency Fiscal Year for 2019 (FY2019)
- Agency accounting method (cash, accrual, modified accrual)
- List of agency funds and beginning and ending fund balance for each fund
- Total revenue in FY2019, broken down by high-level categories (federal, state, local, fees, etc.) and categorical vs. flexible (optional)
- Total expenditures in FY2019
- Total staff and FTE in FY2019, broken down by type/position based on agency's own organizational structure/positions
- Agency's most current salary schedule based on agency's own organizational structure/positions (this can be provided as a separate file)
- Description of any cyclical activities or emergencies agency faced in FY 2019 (to identify if there are any financial irregularities in the data that make it different than a "regular" year)

Data Collection: Background

- Relevant description/narrative of Agency's service area and context, including:
 - Name of the government to which agency is subordinate to, if any, and description of relationship, including:
 - Any indirect paid to the government or another of its subordinates (for example, the state IT department)
 - Any in-kind received from the government
- List of existing cross jurisdictional delivery relationships and a description of the sharing arrangement and services shared
- List of agencies with whom your agency receives or provides in-kind support and a description of the in-kind support received or provided
- If any foundational public health services are being delivered by a community-based organization, clinical healthcare provider, or other non-governmental public health entity, describe the history, purpose, and existing arrangement.

Data Collection: Current Spending

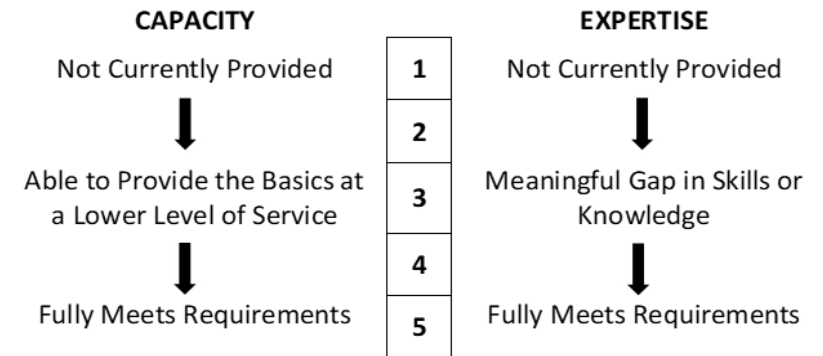
- Current FTE and operating spending for FY 2019 in high-level categories (labor, pass-throughs and transfers, direct contracts, other operating expenditures, and capital expenditures) allocated across all 66 UCOA major programs
 - Labor, pass-throughs and transfers, direct contracts, and other operating expenditures should total to all **operating expenditures** for FY 2019
 - Labor, direct contracts, other operating expenditures, and capital expenditures should total to all **on the ground public health spending** for FY 2019

Data Collection: Current Spending

- As a starting place, we recommend that agencies extract final FY 2019 accounting data in an editable format:
 - **Option 1 – Direct Crosswalk.** If you have a detailed chart of accounts that may somewhat conform to the UCOA, we recommend exporting that data in as granular a detail as possible and providing any related Codebook. We'll crosswalk as much of your chart of accounts to the UCOA as possible and then figure out what remaining expenditures need to be allocated where crosswalking isn't possible.
 - **Option 2 – Allocation.** If you do not have a detailed chart of accounts or it does not conform at all to the UCOA, we recommend exporting general ledger data and using our allocation tool to allocate expenditures against the UCOA.
- Based on the initial data you provide, we'll customize your data collection tool to support either method and can upload your data into the data collection tool on your behalf.

Data Collection: Current Implementation

- Current implementation across 45 foundational major programs
 - **Capacity:** the degree to which your agency has enough “warm bodies” and “time in the day” to implement this major program
 - **Expertise:** the degree to which your agency has the skills, knowledge, and experience to effectively implement this work



Data Collection: Full Implementation Cost Estimation

- FTE needed and cost of full implementation across 45 foundational major programs
- An ancillary budgeting tool to support development of a zero-based budget for full implementation costs is available
 - Results from this ancillary tool can be directly copy-pasted into the data collection instrument

Completing the Data Submission

Data validation

Data Validation

- UCOA staff will review data as it is entered to validate it
 - **Internal consistency (at the respondent level):** is the data from each respondent internally consistent?
 - ***Example:** do the labor costs make sense given the number of estimated FTE? Can an LPHA that needs 10 FTE for one major program only need 0.5 FTE for another major program?*
 - **Overall consistency (across and among respondents and existing data):** are the estimates reasonably aligned among respondents?
 - ***Example:** If every LPHA reported needing \$25,000 or more to fully implement a major program, could an agency serving 100,000 people need \$2,500?*

Data Validation

- Validation will identify both missing data and outliers
 - Missing data: any empty fields or fields with a value of 0 that we feel need confirming
 - We'll work with your agency to fill in missing data or confirm whether empty fields communicate "n/a" or a value of "0"
 - Outliers: data that is internally or externally inconsistent
 - We'll work with your agency to establish whether outliers are correct or whether they identify errors
 - Outliers: we'll work with your agency document the logic of the outlier but will not change the value
 - Errors: we'll work with your agency to correct the error
- When all queries are resolved, dataset for your agency will be considered final

Transmittal to Broader Staffing Up Team

- Once data is final, we'll transmit the final, validated dataset to the Staffing Up Quantitative Research Team
 - Data will be identified for their internal use, but will be deidentified for any public facing application
- We'll provide notes about “validated” outliers as part of this submission
 - The Quantitative Research Team may choose to exclude outliers or “smooth” the data to make it generalizable for the purposes of their analysis

Final Products

Dataset and Summary

Staffing Up Report for Your Agency

- Final, validated data for your agency
 - Excel file
- High-level summary of results

Next Steps

Schedule and Next Steps

Schedule

- Agencies complete data collection instrument by April 15, 2022
- UW PHAST UCOA team works with agencies on data validation through April
- Final, validated data submitted to Staffing Up Quant Team May 31, 2022
- Final, validated data and final reports to agencies in June 2022
- Staffing Up products anticipated Fall/Winter 2022

Next Steps

- Identify agency point-of-contact
- Confirm agency has a UW NetID and that their folder can be accessed
- Complete the Data Use Agreement
- Schedule a one-on-one technical assistance meeting with their direct technical assistance provider
- Determine agency data collection team and best way to complete the data collection instrument
- Extract initial data
 - FY2019 financial data at chart of accounts level, with codebook or at general ledger level
 - Current organizational chart
 - Current salary schedule