



**DEPARTMENT OF HEALTH & HUMAN SERVICES**  
Health Resources and Services Administration

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Maternal and Child Health Bureau  
Rockville, Maryland 20857

March 8, 2010

Dear EMSC State Partnership Grantee,

I hope you are all well and excited for a new year in EMSC. In preparation for the 2010-11 Grant Year, I wanted to make sure you are fully aware of the requirements for data collection for performance measures 71, 72, 73, 76, and 77.

- To focus and streamline the data collection process, NEDARC will be working with you to develop a defined plan for collecting performance measure data. In the past, states were allowed to keep their surveys open indefinitely, but now the goal is that data collection will occur within a three month period from the time you launch your survey. You will need lead time to prepare for launching your state's survey, so your NEDARC representative will be contacting you soon to develop a timeline. As there are several steps that you will need to consider before you launch your survey, it will be important to talk with your NEDARC representative.
- To help you with development of an individualized data collection plan, NEDARC is hosting two workshops this year on improving survey response rates (March 30-31, and April 20-21). These are being held early in the grant year to help states in the planning process prior to survey launch. I encourage you to attend, but if you are unable, NEDARC will send you the workshop materials. The materials will also be available on the NEDARC website by the end of April. Make sure you are in contact with your NEDARC representative, but generally you may begin surveying anytime after April 1, 2010.
- NEDARC has developed, tested, and revised the survey instruments that will be used for the 2010-11 data collection cycle. Some aspects of the survey can be customized for your state if needed (i.e. inserting logos, additional questions), but the core survey questions and instructions need to be asked uniformly across all states to ensure data comparability. You are strongly encouraged to use the NEDARC web-based survey system as it includes data verification checks and question skip patterns that cannot be achieved if using paper surveys. If you choose an alternate data collection method to the NEDARC surveys, it **must be approved by the EMSC program prior to use.**
- Unless you have previously received a letter from Dan Kavanaugh or me indicating that you have completely met a performance measure, or unless you apply for and receive an exemption from data collection this year, you will need to collect data this year according to the 2009-2010 Performance Measures Implementation Manual. This applies to all

states/territories, whether your recent application was in a competing or a non-competing grant cycle.

- Specific to PM 76 and/or 77, you will not be required to collect data **if** you indicated in your grant application that you have chosen to not work on these measures.

Your NEDARC representative will be contacting you to go over all of these points. You may also contact me if you have any questions related to your data collection. Thank you for all of your hard work and dedication to the EMSC Program!



Tina Turgel, BSN, RN-C  
Nurse Consultant  
HRSA/MCHB Emergency Medical Services for Children Program  
5600 Fishers Lane, Room 18A-38  
Rockville, MD 20857