



VIRGINIA BEHAVIORAL RISK
FACTOR SURVEILLANCE SYSTEM (BRFSS)

CALL FOR PROPOSAL
for 2010 Questionnaire

**Submission Deadline:
September 4, 2009**

Background

For more than 20 years, CDC's Behavioral Risk Factor Surveillance System (BRFSS) has helped states survey U.S. adults to gather information about a wide range of behaviors that affect their health. The primary focus of these surveys has been on behaviors that are linked with the leading causes of death including heart disease, cancer, stroke, diabetes, and injury—and other important health issues.

The BRFSS is a telephone survey conducted by the health departments of all states, the District of Columbia, Puerto Rico, the Virgin Islands, and Guam with assistance from CDC. The BRFSS is the largest continuously conducted telephone health surveillance system in the world. States use BRFSS data to identify emerging health problems; to establish health objectives and track their progress toward meeting them, and to develop and evaluate public health policies and programs to address identified problems. The BRFSS is the primary source of information for states and the nation on the health-related behaviors of adults. BRFSS data is essential for planning, conducting, and evaluating public health programs at the national, state, and local levels. States collect data through monthly telephone interviews with adults aged 18 years or older. BRFSS interviewers ask questions related to behaviors that are associated with preventable chronic diseases, injuries, and infectious diseases.

The BRFSS is flexible because it allows states to add timely questions specific to their needs. At the same time, standard core questions on the survey enable health professionals to make comparisons among states and local areas and also to reach national conclusions. BRFSS data have highlighted state-to-state differences in key health issues.

The Virginia Department of Health, Office of Family Health Services, receives cooperative agreement funds from the Centers for Disease Control (CDC) to operate a state-based Behavioral Risk Factor Surveillance System. Virginia has been conducting BRFSS since 1989. As part of the cooperative agreement, CDC requires that states use a specified core questionnaire each year. There are three types of core questions:

- Fixed core questions that are asked every year;
- Rotating core questions that are asked every other year; and
- Emerging core questions that typically focus on “late-breaking” health issues (i.e. flu vaccination).

The CDC offers basic data analysis and tabulation support for the BRFSS core and optional topics. For the state-added questions, funding for the pre-testing, analysis and reporting is the responsibility of the state.

Purpose of Proposal

The Virginia BRFSS work group will review the submitted proposals and will recommend which state-added and optional component questions will be selected. We are asking agencies or individuals that are requesting questions for inclusion on the 2010 BRFSS questionnaire to provide documentation regarding their request by completing this “Call for Proposal”.

This Call for Proposal packet will provide information on the origin of the question, history of prior cognitive and validity testing, history of prior use, an analytical plan, the extent to which the proposed questions satisfy primary and secondary criteria such as being a priority health issues or being relevant to Health People 2010 objectives, and lastly, whether the questions reflect the data needs of the state health department. In addition, research on telephone interview surveillance indicates that there is a time limit beyond which refusal rates increase. Higher refusal rates make the survey less representative of the state population and decrease its usefulness. Because of this, we plan to restrict the average interview length to **approximately 21 minutes**.

If new state-added questions are approved by the Virginia BRFSS work group, the BRFSS coordinator will work with the requestor, CDC, and the contracted data collection agency on the finalization of

question wording, placement, as well as field-testing before being placed on the 2010 BRFSS questionnaire. CDC must also approve any state-added questions. No questions will be added which may directly affect the response or refusal rates of the survey. Agencies or individuals will be asked to provide funding to cover the costs of their state-added questions, if approved. Each proposal requires a rationale supporting inclusion on the 2010 BRFSS questionnaire.

If you would like to submit a proposal for state-added or optional component questions to be considered for inclusion on the 2010 Virginia BRFSS questionnaire, please submit electronic or hard copies of the Call for Proposal by September 4, 2009 to the BRFSS Coordinator, Ms. Susan Spain. Please keep in mind that due to the limited amount of space on the 2010 BRFSS survey, not all proposals will be approved.

The timeline for this proposal process is as follows:

Proposal Activity	Proposal Dates
Completed 'Call for Proposal' – submitted to Susan K. Spain for 2010 BRFSS	By September 4
Agencies/divisions will be notified of decision	By September 30 th
Feedback, revisions and cost estimates provided to agency/divisions	October 16 th
Final version of 2010 BRFSS questionnaire to CDC	By October 31 st
Respond to CDC comments and send final revisions to CDC	November/December

Data obtained from the 2010 BRFSS questionnaire will be available in the summer of 2011. The costs associated with the proposal you submit will depend on the services that agencies or VDH divisions are requesting.

The cost per question is \$3,000. The factors that will be considered when calculating the cost estimates include:

- Whether the question(s) are state-added or BRFSS optional component question(s);
- Question or content area requires question development time from BRFSS Coordinator, CDC or data contractor staff;
- Necessary to pre-test questions to sub-sample of Virginia households;
- Length and complexity of questions;
- Number of people expected to receive the question;
- Data analysis and basic reporting support requested of BRFSS Coordinator; and
- To add questions to documentation including variables database and master files.

After you submit your proposal, the BRFSS coordinator may contact you for further information or suggestions. The BRFSS work group will review each of the proposals received and make recommendations regarding which proposals will be approved. Further negotiations and discussions will take place as needed. If your proposal is approved, a cost estimate will be provided to you by October 16, 2009.

If you have any questions, do not hesitate to contact Susan Kennedy Spain by either phone (804.864.7654) or email (Susank.Spain@vdh.virginia.gov).

Eligibility Requirements

Virginia stakeholders who need behavioral health related data on Virginia residents for future grant applications, program planning and/or evaluation, and priority setting.

Additional documentation provided

In addition to this "Call for Proposal" document you should have received:

▽ DRAFT 2010 BRFSS questionnaire (Core and Optional Modules included)

This is the latest working DRAFT of the 2010 BRFSS questionnaire. Minor changes may still occur but the core CDC modules have been selected. Use this as a guide to find out if your topic areas are a part of the core CDC questionnaire or an available optional module.

The core 2010 BRFSS questionnaire is outlined in Sections 1-22 of this document.

The optional modules for the 2010 BRFSS questionnaire are Modules 1-26 of this document.

CALL FOR PROPOSAL

Agency/Division: _____

Agency Information: _____

Address Line 1

Address Line 2

City

State

Zip code

Main Contact Name: _____

Contact Information: _____

Phone

Fax

Email

Date Submitted: _____

mm/dd/yyyy

Q1. Will your agency or division be requesting state-added or optional component questions for inclusion on the 2010 BRFSS questionnaire?

Yes

No (**END – You are finished!**)

Q1A: If yes, are you requesting state-added questions only, an optional module(s) only, or both?

- State-added only (**Complete section 1 and 3**)
- Optional module(s) only (**Complete section 2 and 3**)
- Both (**Complete sections 1, 2 and 3**)

Section 1: Request for state-added questions for 2010 BRFSS questionnaire

Please list the actual questions or general subject area of the questions you would like to be considered for inclusion on the 2010 BRFSS questionnaire. For **each** question listed, complete Section 3. [If the questions relate to the same subject area, complete Section 3 only once.]

Requested questions or subject area	Question development support needed? (A)*	Indicate year(s) on BRFSS questionnaire since 2000 (i.e. 2005, 2006) (B)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*Question development activities refer to question wording, cognitive and field-testing with the BRFSS Coordinator, BRFSS Work Group, CDC, and the contracted data collection agency.

Section 2: Request for optional module(s) for 2010 BRFSS questionnaire

Please indicate the BRFSS module that you would like to have considered for the 2010 BRFSS questionnaire. For **each** module listed, complete Section 3.

Optional Module(s)	Indicate year(s) on BRFSS questionnaire since 2000 (i.e. 2005, 2006)

*Data analysis support refers to basic frequencies and cross-tabulations. If you need more complicated analysis performed, indicate this by putting a * next to the "Yes" box.

Section 3: Complete the following questions for each question listed in Section 2. If questions refer to the same subject matter, complete questions in Section 3 only once.

A. Does the topic of your questions pertain to an important public health issue? YES (Explain below) NO

Questions to consider:

1. Is the topic an emergent public health issue of clear statewide significance?
2. Is the topic an on-going public health issue of high priority?
3. Will the topic provide information in support of a strategic initiative?
4. Will the state-added module be used for behavioral surveillance purposes?

B. Are BRFSS data needed to prepare prevalence estimates?

YES (Explain below)

NO

Questions to consider:

1. Must the behavior be monitored annually?
2. Is the information not readily available elsewhere?
3. Is information from consecutive years needed because of small sample size for the behavior in question?
4. Is the information needed to provide a benchmark for local health assessment?
5. Have other sources been considered for obtaining this data and reasons for choosing BRFSS?

C. How do you plan to use the data

Questions to consider:

1. To evaluate the impact of a specific program?
2. To develop public health intervention programs?
3. To prepare education and health promotion materials?
4. To justify a request for funding?
5. To create publications, presentations, research briefs, or other documents?

D. **Does this question relate to a Healthy Virginians 2010 objective?** YES NO

If yes, please list the Healthy Virginians 2010 objective:

Are there other data sources available for this objective? YES NO

If yes, please specify:

E. **Is this data needed to fulfill a grant requirement?** YES NO

If yes, please list the objective or requirement

Please specify whether this was a grant directive or written into the grant by OFHS staff