

Data Collection Will Take Place Over a Specified Time Period. Each participating practice will be given on-site data collection instruments in advance to provide staff the opportunity to prepare information before the day of the visit. Based on data collection instrument pre-tests, it has been determined that the interview and unit cost data collection guides can each be completed in 30 minutes or less. The time required to collect resource use data will be largely dictated by the frequency with which immunizations are given at each practice. However, pre-tests have revealed that each site visit will require between two and a half and three hours for one data collector.

Our Data Collectors Include Only Experienced Staff. We have conducted many on-site studies throughout the U.S. and have found that only senior staff can work effectively, quickly and without disrupting day-to-day activities. For this reason, on-site data collection will be performed by seasoned personnel.

Our Approach Assures Participating Facilities that We will not Disrupt their Day-To-Day Activities. We will work at each facility's convenience, and will arrange with you the best time for our visit. During our visit, we will meet whatever needs facility personnel may have. The sample site visit schedule will be adjusted to maximize the convenience of the staff. When data are collected from records, our experienced staff will collect data without facility staff input unless there is interest in providing assistance. Most importantly, we are prepared to meet any constraints or limitations that participating facilities perceive to be important.

All Data will Remain Confidential. All data that we collect will remain confidential. No facility will be specifically identified in any reports. CHPS data collectors will be the only individuals with access to practice-specific information. Primary data collected will not be shared among study participants. To insure the complete anonymity of study participants, each will be assigned a numeric code prior to data base entry and analysis. Participant identity and practice specific data will not be linked or disclosed in any materials published for this study.

Your Participation in Our Study Can be of Great Value to You. Your participation provides an opportunity for you to give input with respect to resource use and resource costs associated with the administration of childhood immunizations. For your participation, you will receive a copy of the study's final report as well as a brief statistical analysis comparing your costs of administering immunizations to the costs of other facilities.

In order to facilitate your consideration of our request, we are enclosing the following materials:

- Attachment 1 - Project Description
- Attachment 2 - HCFA Summary