

**Data Work Group Meeting
4/21/04 Conference Call**

Participating Members

Tim Beebe (SHADAC)
Meg Goode Brown (SHADAC)
Michael Davern (SHADAC)
Steve Horan (CHRC, SCI)
PJ Maddox (GMU) – Presiding
Victoria Doyon (GMU)
Rene Cabrals-Daniels (VDH.)
John Owen (UVA)
Jeff Nelson (DMAS)

Agenda Item/Minutes

1. Approval of Minutes of April 14, 2004.

The minutes of the April 14, 2004 Conference Call were approved as submitted.

2. & 3. Final Q and A: Sampling Plan and VA Household Survey Items

Maddox reviewed the content and approach the Data Workgroup Members approved at our previous meeting. She noted this was the last opportunity to address questions or make changes to the instrument and approach Shadac would be using to conduct the 2004 Virginia CSCS Household Survey.

Beebe reported back on the final categories Shadac would utilize to reflect race/ethnicity of survey respondents. This as Horan had requested options to differentiate Hispanic ethnicities. Discussion among the members concluded recognizing the importance of being able to generalize findings to other data sources and using standard demographic categories. Beebe noted that data from the final survey would be available by demographic characteristics.

Cabral-Daniels reported that the recommended sampling methodology had been distributed to other offices in VDH and other groups to ensure that sampling priorities for the survey were understood given VDH's commitment to ensuring full participation by individuals from all race and ethnic groups.

Maddox noted feedback had been received from DMAS on official Medical program names and possible 'lay' terms for the list of public coverage programs. This list of public coverage programs and names will be utilized by Shadac's telephone interviewers for use in prompting, clarifying and understanding how to categorize survey respondent

answers for Medicaid programs and other possible public and community coverage in Virginia.

4. New Business

Shadac reported on the timetable for completing the pilot testing of the Virginia Instrument and for fielding the full survey.

There being no new business, the meeting was adjourned. Maddox will keep the Workgroup apprised of the survey roll out and progress. The next meeting will be scheduled accordingly.

Respectfully submitted,

Victoria Doyon
CHPRE, GMU