



Robert Wood Johnson Foundation

## Part I: Survey Design Form

Robert Wood Johnson Foundation (RWJF) asks grantees and contractors about the methodology of any public opinion survey or research survey we fund to ensure it is well designed and adheres to our standards.

Please complete this form before your RWJF-funded survey goes into the field. If your survey requires IRB approval, we ask you complete this form before you submit your survey for final IRB review.

Please send your 1) completed form and 2) survey instrument to [grantreports@rwjf.org](mailto:grantreports@rwjf.org), using the filename format: GrantID#.SurveyDevelopment.PDF

Once all materials are submitted, we will review and approve your survey within 10 business days.

If you have any questions, please email [surveystandards@rwjf.org](mailto:surveystandards@rwjf.org)

Thanks,  
Robert Wood Johnson Foundation Survey Standards

**1. Funding ID:**

72458

**2. Please specify the RWJF team this grant/contract is associated with:**

- Healthy Weight for All Children
- Health Care Coverage
- Bridging Health and Health Care
- Value
- Healthy Places and Practices
- Equal Opportunity
- Vulnerable Populations
- 21<sup>st</sup> Century Leadership
- The Future of Nursing
- New Jersey
- Don't Know

**3. Is this survey being fielded by an RWJF communications firm?**

- Yes
- No

**4. Please specify the organization conducting your survey:**

Other (please specify)

**5. Is your survey a probability sample?**

- Yes
- No

**6. Please specify your survey population. Check all that apply.**

- Children (Ages <18 years)
- Adults (Ages 18-64 years)
- Seniors (Ages 65+ years)

**7. Please select the specific population you will be surveying.**

- Health Policy Experts
- Nurses
- Parents
- Physicians
- Policy-makers
- Providers

None

Other

Other (please specify)

**8. Please select where you will be fielding your survey:**

Please select where you will be fielding your survey:

Other (please specify)

**9. Please select the mode of your survey. Check all that apply.**

Phone

Mail

Face-to-face

Web-based

Other

Other (please specify)

Questions 10 and 11 refer **ONLY** to online surveys:

**10. Is the sample being used a panel sample?**

- Is the sample being used a panel sample? Yes
- No

**11. If so, please indicate the company from which the panel will be purchased or briefly describe how the panel was created.**

**12. Please estimate the range of dates the survey will be in the field: (If the survey is fielded multiple times please indicate separate date ranges. Complete to the best of your ability.)**

	MM		DD		YYYY
	<input type="text" value="7"/>	/	<input type="text" value="1"/>	/	<input type="text" value="2015"/>
1. Start date:	Month		Day		Year
	<input type="text" value="1"/>	/	<input type="text" value="31"/>	/	<input type="text" value="2016"/>
1. End date:	Month		Day		Year

**13. Briefly describe the survey methodology, including sampling frame, sample selection procedure, sample size, number of completed interviews planned, contact procedures, weighting strategy (if applicable), and anticipated response rate and sampling error.**

Goal is survey response from a representative from 75% of tribes in California, so 83 individuals from tribal communities (out of 110 possible). Will match 83 with corresponding county and then have ONE representative from a matched county give a response, up to 58 counties total possible. After identifying the tribal representative, we will administer by web-based survey using skip logic. Given the cultural appropriateness of conducting surveys over the telephone, however, we will offer tribal representatives the option to take the survey over the phone. Similarly, we will administer over

Briefly describe the survey methodology, including sampling frame, sample selection procedure, sample size, number of completed interviews planned, contact procedures, weighting strategy (if applicable), and anticipated response rate and sampling error.

**14. Please provide the name and contact information of someone who can discuss the survey methodology in case there are questions.**

**Name:**

Maureen Wimsatt

**Title:**

Project Coordinator

**Email Address:**

maureen.wimsatt@crihb.org

**Phone Number:**

916-929-9761 ext 1511

Please direct any questions to [surveystandards@rwjf.org](mailto:surveystandards@rwjf.org).

## SECTION 1 — GENERAL INFORMATION

The purpose of this survey is to gain a more complete understanding about cross-jurisdictional sharing of emergency preparedness resources between tribal and county governments. Depending on whether your government has a cross-jurisdictional sharing agreement or not, it should take you between 30 and 60 minutes to complete this survey.

When answering questions today, you will want to know how we define “shared services” in emergency preparedness. **Each employee, project, resource, or service that helps with emergency preparedness across jurisdictions should be considered a shared service.**

We understand that your government may not currently share services related to emergency preparedness. Or, services might be shared between tribal and county governments on an ongoing basis or on an as-needed basis when there is an emergency. We also understand that different tribes and counties share different types of services to support emergency preparedness before, during, or after an emergency. When responding to this survey, you might provide answers about formal cross-jurisdictional sharing agreements, meaning that you have a contract or other written agreement to share resources. On the other hand, government-to-government sharing agreements are sometimes informal, meaning you have a mutual understanding or have reached a verbal agreement but do not have a written agreement in place.

In some cases, one jurisdiction might share emergency preparedness services with another jurisdiction (example: tribe shares with the county; or county shares with the tribe). In other cases, both tribal and county jurisdictions contribute resources before, during, and/or after an emergency.

Please respond to survey items based on your tribe or county’s experience with cross-jurisdictional sharing agreements in emergency preparedness.

## SECTION 2 — YOUR DEPARTMENT AND JURISDICTION

Q2.1: Name of the tribe where you do emergency preparedness work (if applicable): \_\_\_\_\_

Q2.2: Your county: \_\_\_\_\_

Q2.3: Your department: \_\_\_\_\_

Q2.4: Your job title: \_\_\_\_\_

Q2.5: Your name: \_\_\_\_\_

Q2.6: Your email address: \_\_\_\_\_

Q2.7: Your phone number: \_\_\_\_\_

Q2.8: Please indicate the jurisdiction type that your department serves:

- Town or township
- City
- County
- Tribe/tribal clinic
- Multi-jurisdictional district (including combined city/county)

Q2.9: Approximately how many people live in your jurisdiction?

Q2.10: What is the approximate geographic size of your jurisdiction in square miles?

Q2.11: In your jurisdiction, approximately how many people would be available to respond or assist in any capacity if there were an emergency?

### SECTION 3 — YOUR GOVERNING BODY AND LEGAL ASPECTS ABOUT CROSS-JURISDICTIONAL SHARING

Q3.1: To what extent does your department's governing body (e.g., tribal council, city council or county board, health board) approve arrangements to share services with other governments? (For the purpose of this survey, a governing body is considered the governmental entity that has the primary statutory or legal responsibility to promote and protect the public and prevent disease in humans).

- Governing bodies never approve service sharing arrangements
- Governing bodies approve some service sharing arrangements
- Governing bodies approve all service sharing arrangements
- Do not know

Q3.2: What role(s) do elected officials play in making arrangements to share emergency preparedness services between tribal and county governments? (Check all that apply)

- Decision maker
- Oversight
- Advisor
- Serves on governing body
- No role
- Unknown
- Other (please specify) \_\_\_\_\_

Q3.3: Are you aware of any statutes, rules, laws, codes, ordinances or regulations that *authorize or permit* tribal and county governments to share emergency preparedness services, supplies, equipment, personnel or other resources?

- Yes
- No (Skip to Q3.5)



Q3.4: Please indicate the types of statutes, rules, laws, codes, ordinances or regulations you are aware of that *authorize or permit* tribal and county governments to share emergency preparedness services, supplies, equipment, personnel or other resources. (Check all that apply)

- State level statutes or regulations
- Local laws, ordinances or regulations
- Tribal laws, codes, ordinances or regulations
- Other \_\_\_\_\_
- Do not know which types

Q3.5: Are you aware of any statutes, rules, laws, codes, ordinances or regulations that *prohibit or impede* tribal and county governments from sharing emergency preparedness services, supplies, equipment, personnel or other resources?

- Yes
- No (Skip to Q4.1)

Q3.6: Please indicate the types of statutes, rules, laws, codes, ordinances or regulations you are aware of that *prohibit or impede* tribal and county governments from sharing emergency preparedness services, supplies, equipment, personnel or other resources. (Check all that apply)

- State level statutes or regulations
- Local laws, ordinances or regulations
- Tribal laws, codes, ordinances or regulations
- Other \_\_\_\_\_
- Do not know which types

#### SECTION 4 — PLANNED AND CURRENT SHARED SERVICES IN EMERGENCY PREPAREDNESS

This section of the survey focuses on planned and current service sharing between tribal and county governments (cross-jurisdictional sharing). As a reminder, each employee, project, resource, or service that helps both jurisdictions with emergency preparedness is considered a shared service.

Q4.1: Is your department or government currently *implementing* a cross-jurisdictional sharing agreement between tribal and county governments for emergency preparedness?

- Yes (if yes, skip to Q4.6)
- No
- No, but we had a CJS agreement in the past

Q4.2: Is your department or government currently *considering* developing a cross-jurisdictional sharing agreement between tribal and county governments for emergency preparedness?

- Yes (if yes, skip to Q4.4)

- No
- Don't know (skip to Q6.1)

Q4.3: Please describe why your department or government is not currently developing or considering developing a cross-jurisdictional sharing agreement between tribal and county governments for emergency preparedness. For example, you might talk about how emergency preparedness goals, tasks, leadership, and/or interpersonal communication between tribes and counties have influenced your department's or government's decision.

*[skip to Q6.1]*

Q4.4: Which phase best describes the current status of your efforts to establish a cross-jurisdictional sharing agreement for emergency preparedness? (Check only one)

- Explore** — We are working to answer questions, such as: Why do we want to consider cross-jurisdictional sharing? What services and capacities would be shared? Who are the partners that should be involved?
- Prepare and Plan** — We are preparing an implementation plan to answer questions, such as: What governance options do we want to consider for our cross-jurisdictional sharing initiative? Who will have the authority to make decisions? What is the timeline for implementation? How can we achieve a balance between increased efficiency and effectiveness?
- Implement and Improve** — We have begun implementing cross-jurisdictional sharing initiatives for emergency preparedness, but we do not have an arrangement yet.

Comments:

Q4.5: What are the reasons that your government or department is considering establishing a cross-jurisdictional arrangement for emergency preparedness? (Check all that apply.)

- To make better use of resources
- To save money
- To respond to program requirements
- To aid in recruitment of qualified staff
- To increase communication across jurisdictions
- To provide new services
- To provide better services
- To meet national accreditation standards
- To increase our department's credibility within the community
- To support our department's independence or sovereignty
- Do not know
- Other (please specify) \_\_\_\_\_

*[skip to Q6.1]*

Q4.6: What functions of emergency preparedness are shared between tribes and counties in your cross-jurisdictional sharing arrangement? (Check all that apply)

- Medical Reserve Corps
- Citizens Corps
- General emergency preparedness and planning
- Others (please specify) \_\_\_\_\_

Q4.7: In the current cross-jurisdictional sharing agreement for emergency preparedness:

- My jurisdiction has primary responsibility for implementing the cross-jurisdictional sharing agreement
- My jurisdiction provides emergency preparedness functions or services for another jurisdiction
- Another jurisdiction provides emergency preparedness functions or services for our jurisdiction
- Our jurisdiction shares an emergency preparedness staff person with another jurisdiction
- Our jurisdiction shares emergency preparedness equipment with another jurisdiction
- Other (please specify) \_\_\_\_\_

Q4.8: Please name the other governments or jurisdictions who also participate in the emergency preparedness cross-jurisdictional sharing agreement for emergency preparedness. Please list department and contact person.

Q4.9: What is the reason(s) that your government or department established a cross-jurisdictional arrangement in emergency preparedness? (Check all that apply)

- To make better use of resources
- To save money
- To respond to program requirements
- To aid in recruitment of qualified staff
- To increase communication across jurisdictions
- To provide new services
- To provide better services
- To meet national accreditation standards
- To increase our department's credibility within the community
- To support our department's independence or sovereignty
- Do not know
- Other (please specify) \_\_\_\_\_

Q4.10: Is the current cross-jurisdictional agreement formalized in a written document?

- Yes
- No (Skip to Q4.12)

Q4.11: Please indicate the type of the written document(s).

- Contract (i.e. a binding agreement between two or more parties)
- Memorandum of understanding or memorandum of agreement
- Mutual aid agreement (i.e. an agreement among emergency responders to lend assistance across jurisdictional boundaries)
- Agreement to provide surge capacity different from mutual aid agreement (as in Domain 2 of PHAB standards)
- Written agreement but unsure how to classify
- Other (please specify) \_\_\_\_\_

Q4.12: In what year did the cross-jurisdictional agreement for emergency preparedness begin?

- Before 1995
- Between 1995 and 2000
- Between 2001 and 2005
- Between 2006 and 2010
- After 2010
- Do not know

Q4.13: In what year will the cross-jurisdictional agreement for emergency preparedness expire?

- 2015
- 2016
- 2017 or beyond
- No expiration date has been determined
- Do not know

Q4.14: Was the planning and development of the agreement initially funded through a dedicated funding stream?

- Yes
- No (Skip to Q4.17)
- Do not know (Skip to Q4.17)

Q4.15: What entity or organization funded the initial agreement and what was the total amount of the initial award/funding?

Q4.16: How long was the initial funding available to your jurisdiction?

- Less than 1 year
- 1 to 3 years
- More than 3 years
- Do not know

Q4.17: Who was involved in the development of the cross-jurisdictional sharing agreement between tribal and county governments for emergency preparedness? (Check all that apply)

- Health officer
- Human services director
- City attorney
- County attorney
- Tribal attorney
- Private attorney/counsel
- Elected officials (county, city, tribal)
- County administrator
- City administrator
- Community partners
- Tribal board of health or program
- State health department
- Do not know
- Other (please specify) \_\_\_\_\_

Q4.18: Has your governing body (tribal council, city council or county board, health board) discussed the potential for *discontinuing* the shared arrangement for emergency preparedness?

- Yes (If yes, please describe) \_\_\_\_\_
- No
- Do not know

## SECTION 5 — EVALUATING CURRENTLY SHARED SERVICES IN EMERGENCY PREPAREDNESS

Q5.1: Briefly describe whether the current cross-jurisdictional sharing agreement in emergency preparedness has accomplished what your jurisdiction hoped it would accomplish.

Q5.2 Rate how much you agree or disagree that stakeholders from both jurisdictions currently have access to the information needed to make decisions before, during, or after an emergency.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree
- Do not know

Comment:

Q5.3: Rate how much you agree or disagree that stakeholders in both jurisdictions currently have established roles and responsibilities in emergency preparedness.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree
- Do not know

Comment:

Q5.4: In your opinion, has the current cross-jurisdictional sharing agreement been successful in:

	YES	NO	DO NOT KNOW
Developing shared emergency preparedness purpose and goals across jurisdictions?			
Establishing shared strategies and tasks across jurisdictions?			
Establishing a group of people from both jurisdictions who can <i>make decisions</i> in an emergency?			
Establishing a group of people from both jurisdictions who can <i>provide any level of response</i> during an emergency?			
Increasing communication between jurisdictions?			
Fostering progress towards national accreditation in emergency preparedness?			

## SECTION 6 — OTHER SHARED SERVICES

Q6.1: Does your department or government have any *additional* cross-jurisdictional agreements for other areas of public health? (If yes, check all that apply. If no, please check “no additional cross-jurisdictional agreements”)

- No additional cross-jurisdictional agreements
- Epidemiology or surveillance
- Physician and nursing services
- Communicable disease screening or treatment
- Chronic disease screening or treatment
- Maternal and child health services
- Population-based primary prevention programs
- Inspection, permit or licensing
- Environmental health programs other than inspection, permit or licensing
- Community health assessment
- Administrative, planning and support services
- Laboratory services
- Other (please specify) \_\_\_\_\_

## SECTION 7 — CLOSING

Q7.1: Please share any additional comments you have regarding cross-jurisdictional sharing between tribes and counties for emergency preparedness.

**Acknowledgements:** The Center for Sharing Public Health Services thanks the following individuals and organizations for their contribution to the development of this instrument:

- Institute for Wisconsin's Health (with funding from the Robert Wood Johnson Foundation's Public Health Practice-Based Research Networks program).
- Krista Wasowski, Anne Goon, Beth Bickford — Association of Ohio Health Commissioners Public Health Futures Task Force, 2012.
- Colorado Public Health Practice-Based Research Network (with support provided by a grant from the Robert Wood Johnson Foundation's Public Health Law Research program).

DRAFT