

Timeline Three to Five Option Family Survey

Weeks	Activities
Aug. 20-24	Prepare materials for Task Force Facilitate Task Force Survey EI programs about parent contact info. Discuss initial survey w. Sue B.
8/27 to 9/7	Investigate addresses Assemble related surveys and summaries Schedule committee meeting
9/10 to 9/14	Committee meeting Develop purposes/goals Prepare and disseminate materials Convene & facilitate Prepare and distribute minutes
9/17 to 9/21	Draft survey Circulate draft survey to Committee Prepare contact lists Submit IRB exemption request
9/24 - 9/28	Prepare contact lists Finalize survey Disseminate survey to Task Force
10/1 - 10/5	IRB exemption received Finalize contact lists Survey and contact lists to DOH/DOE Identify data entry assistant
10/8 - 10/12	DOH/DOE distributes surveys Start any interview procedures Identify data entry assistant
10/15-10/19	Respondents receive surveys Prepare database Hire data entry assistant Implement interview procedures, if any

Weeks	Activities
10/22 - 28	Implement interview Forecast analysis Train data entry staff Enter data
10/29 - 11/2	Complete data entry Start data analysis Task Force materials
11/5 - 11/9	Late data entry Finalize analysis Prepare report Task Force meeting