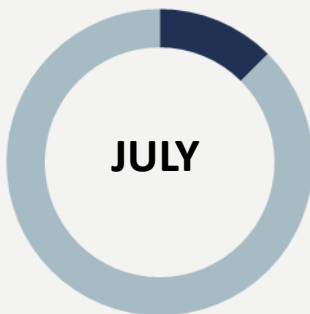


SURVEY ADMINISTRATION TIMELINE



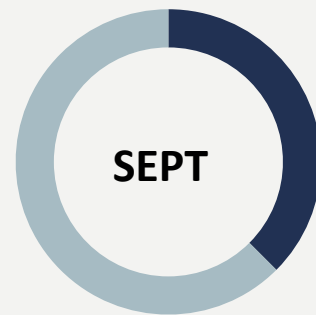
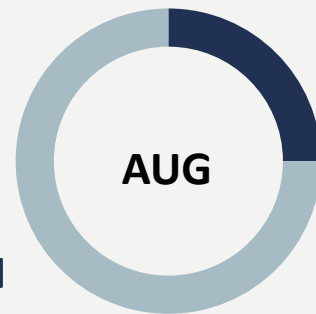
FORM A TEAM

Submit the names and contact information of your COACHE team members to the Survey Administration Portal.



ATTEND COACHE IN-PERSON STRATEGY WORKSHOP

Optional, but recommended.



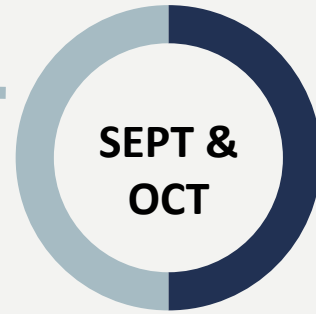
CONFIRM DATA DISCLOSURE

Determine whether you will receive unit record data; update decision and upload Statement of Data Confidentiality to the Portal.



ATTEND ONLINE STRATEGY WORKSHOPS

Optional, but recommended.



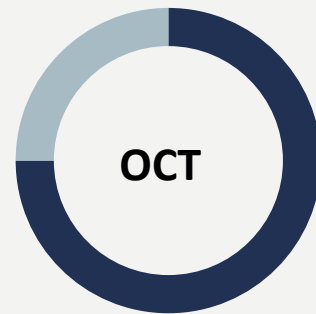
SUBMIT CUSTOM QUESTION DECISION

If you would like to include additional survey questions, update your decision in the Portal. **Please be aware that, once submitted, the COACHE team will review the custom questions for approval.** The due date for finalized questions is at the end of October.



UPLOAD COMMS PLAN

Submit your team's communications plan in the Portal.



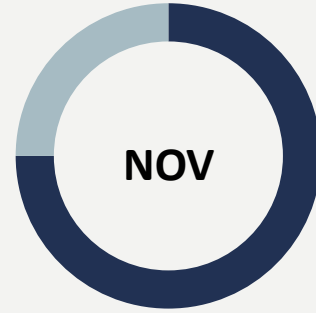
OBTAIN IRB APPROVAL

Share the Human Subjects Approval Letter with your IRB and obtain approval if necessary.



SUBMIT PASS THRU VARIABLE DECISION

Determine if you would like to include pass through variables.



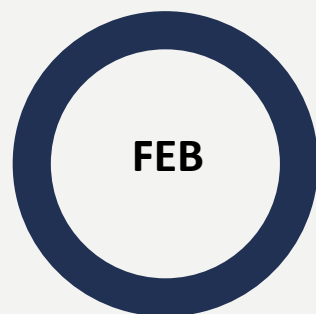
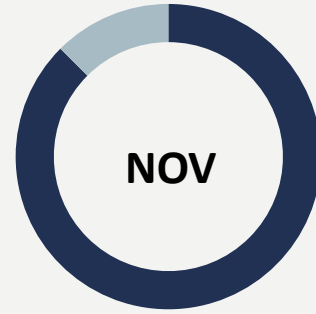
COMPLETE EMAIL WHITELISTING & SPAM TESTING

See Portal for instructions. Please be aware that this is a collaborative process, and the COACHE team will be in communication to ensure successful email whitelisting and spam testing.



SUBMIT POPULATION FILE

Submit your population file in the Portal for review. Please be aware that, once submitted, the COACHE team will review the population file and be in communication for file reconciliation.



SURVEY LAUNCH