

# Establishment Surveys and Data Acquisition Program

## Core Services and Capabilities

Establishment-level data is vital to public policymakers, researchers, establishment personnel and other stakeholders. Our Establishment Surveys and Data Acquisition (ESDA) Program provides data collection expertise for a variety of organizations including criminal justice agencies (e.g., law enforcement, prisons, community corrections), healthcare providers, mental health institutions, and commercial businesses.

### More Information

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### Frame Development and Maintenance

A significant challenge to many establishment data collections is the lack of a comprehensive, current frame, necessary for high quality sample designs and accurate, representative results. ESDA staff regularly work to identify frame sources, match frame units across multiple sources, and clean frames to standardize data elements and obtain missing information. Once frames are developed, our staff complete periodic reviews to ensure the frames remain current. Approaches used to conduct these reviews include automated online searches, review of professional organization directories, and direct contact with frame units.

A	B	C	D	E	F	G	H	I	J
Case ID	Agency Name	Street Address	City	State	Zip	# Staff	# Service Recipients	Primary Service	Director Name
1	0000					1,000	15,000	7	
2	0000					1,000	15,000	4	
3	0000					1,000	15,000	3	
4	0000					1,000	15,000	2	
5	0000					1,000	15,000	1	
6	0000					1,000	15,000	1	
7	0000					1,000	15,000	1	
8	0000					1,000	15,000	1	
9	0000					1,000	15,000	1	
10	0000					1,000	15,000	1	
11	0000					1,000	15,000	1	
12	0000					1,000	15,000	1	
13	0000					1,000	15,000	1	
14	0000					1,000	15,000	1	
15	0000					1,000	15,000	1	
16	0000					1,000	15,000	1	
17	0000					1,000	15,000	1	
18	0000					1,000	15,000	1	
19	0000					1,000	15,000	1	
20	0000					1,000	15,000	1	
21	0000					1,000	15,000	1	
22	0000					1,000	15,000	1	
23	0000					1,000	15,000	1	
24	0000					1,000	15,000	1	
25	0000					1,000	15,000	1	
26	0000					1,000	15,000	1	
27	0000					1,000	15,000	1	
28	0000					1,000	15,000	1	
29	0000					1,000	15,000	1	
30	0000					1,000	15,000	1	



## Pilot Testing Protocols

When surveying establishments, differences in operational definitions and data management practices can result in measurement error. Pilot testing of establishment data collection outreach materials and instruments) helps to identify risks to data quality, project schedule and budget due to respondent burden, form complexity, availability of requested data, and privacy concerns. ESDA staff use the pilot test results to refine the data collection protocol prior to initiating the full data collection effort.

## Multimode Data Collection

Establishment survey respondents often have limited time and may need to engage colleagues to help complete their response. Therefore, it is important to offer a design that allows respondents the option of participating in a way that meets their needs. ESDA staff utilize tailored multimode designs to meet the specific needs of each study population, including combinations of web and web upload, hardcopy, phone, fax, and email. RTI has developed *Symphony*, a custom case management system that can incorporate multiple modes simultaneously, to manage surveys across modes. In addition, key metrics are tracked using a customized dashboard within RTI's *Adaptive Management Platform* to monitor data quality, resource allocation and schedule.



**Data Validation**

Allow: **Decimal Fraction**

Data: **Between**

Criteria1: **=A1:A100<=0.50**

Criteria2:

Allow blank cells: ☒

Show Input Message: ☒

Show Error Alert: ☒

Error message:

The value of the cell must be less than or equal to 0.50.

Error style: **Stop**

## Data Standardization

Establishment data collections often rely on existing administrative records for detailed data on the characteristics of establishments, their staff, and their clientele. Use of existing records helps to minimize response burden and can enhance the breadth and depth of the study data. While these data are typically requested in a specific format, establishments are often limited by their data management system and will submit information in their unique format. ESDA staff receive and process these variable records using standardized formats to produce a clean dataset, ready for analysis.

## Learn More

### Frame Development and Maintenance

The [Law Enforcement Core Statistics Program](#), conducted for the Bureau of Justice Statistics (BJS) consists of a series of surveys to provide statistics about personnel, operations, polices, and procedures of law enforcement agencies nationwide. Under this contract, ESDA staff support the development and maintenance of the Law Enforcement Agency Roster (LEAR). This database of more than 25,000 records is the source for the frames of all national surveys of law enforcement agencies conducted by BJS. Examples of methods used to maintain LEAR quality include the review of (1) records from prior surveys, (2) national and state professional organization directories (3) state and local government webpages, (4) city-, county-, or organization-level budgets, (5) official governmental reports, and (6) news reports/articles from reputable sources.

The [Annual Surveys of Probation and Parole](#), conducted for the Bureau of Justice Statistics (BJS) consists of two separate data collections through which BJS obtains summary statistics (at the national and state level) on the number of adults under probation and parole supervision, the number of entries to and exits from supervision, and characteristics of the population supervised. The Annual Probation Survey (APS) was developed to be a census of all agencies and courts that supervise one or more adults on active probation. RTI conducted a frame enhancement study to update the APS frame and maximize coverage of the probation field.

Methods included direct communication with state and local practitioners, meetings with experts and other stakeholders at professional conferences, and survey data collection through the 2012 Census of Adult Probation Supervising Agencies (CAPSA) and the APS for Reference Years (RYs) 2014 and 2015. Between 2017 and 2019, RTI—BJS's data collection agent for the APS—analyzed the information that had been gathered through these efforts and conducted a special data collection with agencies and courts that the research team identified as possibly responsible for adult probation supervision.

The 2021 Survey of Campus Law Enforcement Agencies (SCLEA), conducted for the Bureau of Justice Statistics (BJS), collected data on campus law enforcement agency staffing, operations, and policies. The SCLEA was developed to be a census of all campus law enforcement agencies (LEAs) serving postsecondary institutions with a full-time enrollment of 1,000+ students, however there was no extant frame of campus LEAs. To develop a frame of campus LEAs for SCLEA, RTI subset the Integrated Postsecondary Education Data Systems (IPEDS) frame to include only two- and four-year institutions offering in-person instruction with more than 1,000 full-time students. The initial SCLEA frame was then updated and appended with campus LEA information from BJS's Law Enforcement Agency Roster (LEAR). RTI then used a combination of the International Association of Campus Law Enforcement Administrators' membership directory and outreach with agencies to locate missing information. The final frame was then uploaded to the SCLEA case management system for data collection.

The Hospital-based Victim Services Frame Development (HVSFD), conducted for the National Center for Health Statistics and sponsored by the Bureau of Justice Statistics, was designed to build a frame of hospital-based victim service programs offered at 4,764 US hospitals. RTI built the frame via computer-assisted telephone interviews (CATI) outreach to hospital administrators. To maximize frame coverage, RTI built a custom CATI system that rotated through three contacts at each hospital based on the call attempt (including the Chief Medical Officer, Chief Executive Officer, and Chief Nursing Officer). In addition, RTI conducted extensive tracing and data cleaning to improve coverage, minimize data missingness, and maximize the utility of the frame for future collections on hospital-based victim services.

The [EIA-878 Motor Gasoline Price Survey and EIA-888 On-Highway Diesel Fuel Price Survey](#), conducted for the U.S. Energy Information Administration (EIA) and through a subcontract to IMG-Crown, are two weekly surveys of gasoline and diesel fuel outlets. The data are used to monitor trends in gasoline markets, analyze price impacts of new legislative requirements, monitor changes in motor vehicle diesel fuel prices, and report to Congress and others when requested. Respondents are a scientifically selected sample of companies owning retail outlets which sell motor vehicle gasoline or diesel fuel.



RTI assists EIA with maintaining current contact information for selected outlets. This includes onboarding to data collection and ongoing coordination with changing owners, managers, and staff at these locations. Contact information is obtained from an existing frame and then supplemented through online searching, direct outreach to the locations or their corporate owners via mail and phone, and outreach to neighboring businesses as needed. Maintenance of current contact information helps these surveys obtain a 90-95%+ weekly response rate.



## Pilot Testing Protocols

The [Law Enforcement Core Statistics Program](#), conducted for the Bureau of Justice Statistics (BJS) consists of a series of surveys to provide statistics about personnel, operations, policies, and procedures of law enforcement agencies nationwide. Under this contract, ESDA staff support the development and testing of survey instruments and data collection protocols for supplements to the Law Enforcement Management and Administrative Statistics survey. In 2022, ESDA staff conducted outreach to law enforcement agencies to determine their capacity to report on post-academy training for officers and on the agency's approach to supporting officer mental health. Phone discussions with agency leaders and cognitive interviews using a draft questionnaire were conducted with approximately 50 agencies.

Sponsored by the Substance Abuse and Mental Health Services Administration (SAMHSA), the [Mental and Substance Use Disorders Prevalence Study](#) pilot program is designed to produce a method for estimating the prevalence of schizophrenia/ schizoaffective disorder, bipolar disorder, major depression, posttraumatic stress disorder (PTSD), obsessive-compulsive disorder, generalized anxiety disorder, and alcohol, benzodiazepine, opioid, stimulant, and cannabis use disorders among U.S. adults ages 18 to 65. The sample includes adults residing in household (including group quarters) and in three non-household populations--the incarcerated (federal/ state prisons), institutionalized (state psychiatric hospitals), and homeless individuals residing in shelters. ESDA staff collaborated with nearly 30 state departments of corrections and 5 state departments of health/human services, and over 50 facilities to tailor standard study protocols to meet the needs of each agency and facility.

The U.S. Energy Information Administration (EIA) sought to collect information on the feasibility of requesting energy consumption related-data from multifamily buildings through a survey. RTI, through a subcontract with IMG-Crown, conducted the [Multifamily Building Study Pilot](#) in 2021 by fielding a web and phone survey to a sample of 859 multifamily buildings in select geographic areas within the United States. This effort included documenting the benefits and costs of online tracing of building contact information, in-person visits to buildings to establish contact and collect information, communication with corporate-level owners of multiple buildings, and then prompting with a series of mailings, emails, and phone calls to buildings to request participation in the survey. A final report was prepared for EIA so that they could consider potential adjustments or expansion to this effort in future years.

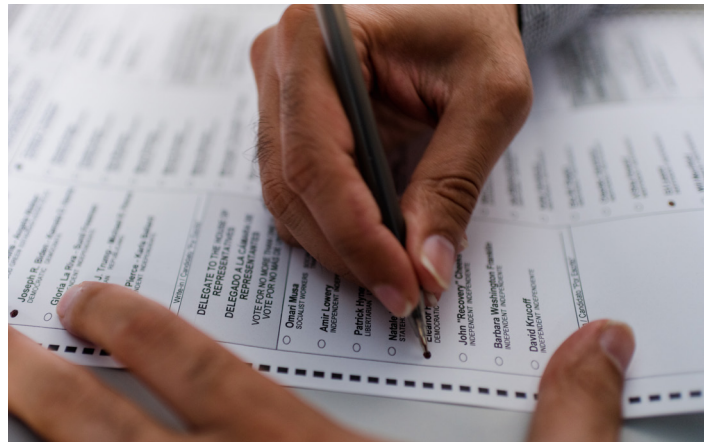
As part of the redesign study of the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) juveniles in corrections data collections, RTI administered updated versions of the biennial [Census of Juveniles in Residential Placement \(CJRP\)](#) and [Juvenile Residential Facility Census \(JRFC\)](#) questionnaires to a sample of juvenile justice facilities from a frame maintained by OJJDP. RTI conducted an evaluation of the questionnaire, an expert panel to inform new content, and cognitively tested the revised questionnaire before fielding the new instrument to the larger sample. An additional aspect tested was a revised field protocol that sped up the frequency of nonresponse prompts, resulting in a faster data collection but no decreases to response rate. From this work we prepared a summary report of recommendations for future iterations of the CJRP and JRFC data collections to modernize the instrument, improve outreach protocols, and speed up the timeline for data publication.

## Multimode Data Collection

The 2020 National Electronic Health Records Survey (NEHRS), conducted for the National Center of Health Statistics and sponsored by Office of the National Coordinator for Health Information Technology, was a survey of 10,302 physicians to collect data on the use of electronic health records and barriers to electronic health records adoption in nonambulatory, office-based medical care settings. For NEHRS, RTI provided physicians the option of completing their survey via a mail or web survey. Data collection included a web survey invitation containing a survey link (via letter and email), up to six reminders containing a web survey link (email only), a mail survey invitation that included a hard copy NEHRS, and up to two mail survey reminders including a hard copy NEHRS. RTI developed a customized control system to manage real-time updates from both modes to minimize respondent burden and ensure seamless integration between modes.

The Medical Monitoring Project Facility Survey (MMPFS), conducted for the National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention (NCHHSTP), surveys all facilities providing care to Medical Monitoring Project (MMP) participants to understand their HIV care infrastructure and capacity for implementing strategies of the Ending the HIV Epidemic: A Plan for America Initiative, including data on MMP facility characteristics, funding, care delivery, patient engagement and retention, and workforce issues. For the MMPS, RTI fielded a sequential mixed-mode survey (web, mail, and phone) to the 1,022 MMP facilities providing care to people living with HIV. RTI's mixed-mode approach included web, mail, and phone surveys that were integrated via a customized case management system to ensure real-time reporting across modes.

The [EIA-878 Motor Gasoline Price Survey and EIA-888 On-Highway Diesel Fuel Price Survey](#), conducted for the U.S. Energy Information Administration (EIA) and through a subcontract with IMG-Crown, are two weekly surveys of gasoline and diesel fuel outlets. The data are used to monitor trends in gasoline markets, analyze price impacts of new legislative requirements, monitor changes in motor vehicle diesel fuel prices, and report to the Congress and others when requested. Respondents are a scientifically selected sample of companies owning retail outlets which sell motor vehicle gasoline or diesel fuel.



RTI offers sample members the option of submitting their weekly price via outgoing or incoming phone, email, fax, text message, or project website. For a select set of stations with corporate approval, the price is collected from an official corporate-sponsored website where real-time pricing data are available. Prices must be reported on Mondays by 12pm Eastern Time. If not received by 12pm, nonresponding stations are prompted by phone until a price is received up through approximately 3pm Eastern Time. All data are processed through a single integrated system for ease of extraction and delivery to EIA same day.

## Data Standardization

The 2020 National Electronic Health Records Survey (NEHRS), conducted for the National Center of Health Statistics and sponsored by Office of the National Coordinator for Health Information Technology, was a survey of 10,302 physicians to collect data on the use of electronic health records and barriers to EHR adoption in nonambulatory, office-based medical care settings. The initial NEHRS sample was drawn from American Medical Association and American Osteopathic Association lists; however, these sources can be out of date and do not include email information for physicians. To improve the quality of the NEHRS sample by minimizing undeliverable mail and providing email address coverage, RTI procured a physician database from Definitive Healthcare. RTI then standardized physician and office contact information between the Definitive Healthcare database and the original sample file. Finally, RTI used a custom matching algorithm to compare the two data sources and produce the final sample file.

The Medical Monitoring Project Facility Survey (MMPFS), conducted for the National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention (NCHHSTP), surveyed all facilities providing care to Medical Monitoring Project (MMP) participants to collect data on HIV care infrastructure and capacity for implementing strategies of the Ending the HIV Epidemic: A Plan for America Initiative. To this end, the MMPFS collected data on MMP facility characteristics, funding, care delivery, patient engagement and retention, and workforce issues. From each of the 1,022 facilities included in the MMPFS, RTI collected administrative data on the facility's Ryan White funding, urbanicity, Health Professional Shortage Area designation, and Medically Underserved Area designation. Administrative data were then standardized and mapped to survey responses, thereby allowing RTI to weight and impute data to adjust for nonresponse.

The [EIA-878 Motor Gasoline Price Survey and EIA-888 On-Highway Diesel Fuel Price Survey](#), conducted for the U.S. Energy Information Administration (EIA) and through a subcontract to IMG-Crown,, are two weekly surveys of gasoline and diesel fuel outlets. The data are used to monitor trends in gasoline markets, analyze price impacts of new legislative requirements, monitor changes in motor vehicle diesel fuel prices, and report to the Congress and others when requested. Respondents are a scientifically selected sample of companies owning retail outlets which sell motor vehicle gasoline or diesel fuel.

RTI offers sample members the option of submitting their weekly price via outgoing or incoming phone, email, fax, text message, or project website. Incoming data arrive in various formats as a result. For example, several corporate groups opt to email a spreadsheet or PDF that is set up to match their system, but not necessarily in a structure that matches the project database. RTI staff are trained to identify the necessary data and enter them into a single integrated system that can capture all modes for processing. This process of data standardization allows for efficient data extraction and delivery to EIA on the same day the data are provided.



As part of the redesign study of the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) juveniles in corrections data collections, RTI administered an updated version of the biennial [Census of Juveniles in Residential Placement \(CJRP\)](#) questionnaire to a sample of juvenile justice facilities from a frame maintained by OJJDP. A known data quality issue in this questionnaire is the roster data requested from each facility for juveniles housed in the facility on a specific date. RTI tested providing revised Excel and PDF "easy-to-use" templates to facilities and requested (but not required) use of these templates to record roster data. By encouraging facilities to use the same template we sped up data entry and reduced the need to follow up with facilities for clarification on any misaligned items.

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