## NAPSA Adult Abuse Registry Research Project Workplan 1/18/17

					Timeline																	
r					Jai	nuary	/	Feb	ruar	y M	arch	Α	pril	-	May		Jun	ie	Jı	lly	A	ugust
Task #	Task	Weeks	to Complete   Explanation	Staff Needed	1	2 3	4	5	6 7	89	10 11	12 1:	3 14 1	5 16	17 1	8 19 2	0 21 3	22 23	24 21	22 23	24 25	5 26 27 28
1	Establish workplan	3	Discuss with committee, contact volunteers, firm up workplan	Mariah & Catherine	x	x x																
2	Conduct survey, share summary	3 to 4	Concurrent with task #1.	Andy		x x	x															
3	Review survey results	2	Review and discussion by committee.	Committee				x	x													
4	Arrange interviews	3	Could overlap with previous steps as contact information is received	Andy		x	x	x	x													
5	Conduct interviews	3 to 4	Could overlap with interview scheduling. Expecting 15 to 18 completed interviews, with 4 to 5 completed per week	Interviewer: Andy. <u>Scribe team</u> : One scribe for each interview. Those to be involved in data analysis should do at least one or two interviews.			x	x	x x	x												
6	Produce transcriptions	4	Concurrent with interviews	Scribes				x	x x	х												
7	Data analysis; preliminary report	6		Data analysis team - four or more people. Pairs of primary and respondent analysts for a report section, topic or data source, however group chooses to divide the work. Writing team: Committee members not already involved in analysis will provide review and feedback of material produced.						x x	x x	x x	,									
8	Review report	2	Review and discussion of report.	Committee									x	×								
9	Revise report	2	Based on committee feedback	Data analysis/writing team										x	x							
10	Feedback on revised report		Review of revised report.	Committee											x	x						
11	Webinar	3	Currently scheduled for May 23.	Mariah, Catherine, and Andy											x x	x						
12	State review and comment	3	Inform states to expect request for comment; deadline of 2 weeks.	NAPSA staff												)	( x	x				
13	Finalize report	2	Review state comments, revise report if necessary.	Data analysis/writing team; Committee														x x	x			
14	Pre-publication report distribution	1	To the NAPSA Board, certain committees, other stakeholders?	Committee, NAPSA staff															x	x		
15	NAPSA conference session	5	Late August	Mariah, Catherine, and Andy																	x x	x x x
16	Public release of report	2	Dissemination plan to be established.	NAPSA staff																		x