

Provider Resiliency Evaluation Fielding Tracker



Fielding Tracker

Survey Fielding Information

	Date Sent	Time of Day Sent	Number of Email Addresses Sent To	Number of Bounceback Emails Received	Number in Target Population Without Email Info	Total Number of People in Target Population
Initial Email Invitation						0
Reminder 1						0
Reminder 2						0
Reminder 3						0
Last chance 1						0
Last chance 2						0

Target Population Demographics

Please report the demographics of those that received the survey (this will allow us to determine if response is representative of the target population). For each demographic variable, individuals should be reported only in one category.

Age	19 and younger	20-29	30-39	40-49	50-59	60 and Over
Gender	Male	Female	Transgender, non-binary, or another gender	Not provided	Total	Notes
					0	

Fielding Tracker Overview

The Fielding Tracker is an Excel document that captures basic information about the Healthcare Workforce Survey data collection progress.

Since survey participant's names and email addresses cannot be shared with NORC to field the survey directly, providing data collection information through the Fielding Tracker is crucial to the success of the evaluation and will allow NORC to provide awardees with assistance as needed throughout the data collection period.



Who Should Complete the Fielding Tracker?

The staff member assigned to the Fielding Tracker should be the **same** person who sends the Healthcare Workforce Survey notification and reminder emails.

Recommendations:

- 1-2 staff members only
- Staff member with appropriate data reporting skills
 - Human Resources staff
 - IT staff
 - Administrative Assistant

Reach out to NORC at NORCeval@norc.org if you plan to have multiple staff members sending the Healthcare Workforce Survey emails



Completing the Fielding Tracker

The Excel document is broken down into two tabs:

1. Instructions

Detailed information about how to complete each required section (including key definitions for inputs)

2. Fielding Tracker

Questions used to monitor data collection progress. The tracker includes the following sections:

- *Survey Fielding Information*
- *Target Population Demographics*



Survey Fielding Information

This section of the Fielding Tracker requests the following information to monitor the progress of the 7 Healthcare Workforce Survey emails (*which will be sent by awardees*):

- Date sent
- Time of day sent
- Number of email addresses sent to
- Number of bounceback (undeliverable messages) emails received
- Number in target population without email info
- Total number of people in target population



Target Population Demographics

This section of the Fielding Tracker requests the following information to understand whether those receiving the survey represent the desired target population:

- Age
- Gender
- Race
- Ethnicity
- Type of Primary Discipline/Profession



Fielding Tracker Best Practices

The following recommendations will assist with successfully completing the Fielding Tracker:

1. Record the number of emails sent in the Fielding Tracker ***immediately*** after sending each of the seven emails.
2. Refer to the *Target Population Definition* document for more information and reach out to norceval@norc.org if you have any questions about defining your target population.
3. Make sure to record the correct dates in each row of the Fielding Tracker.
4. Use the Notes column to provide any additional information about the email outreach. E.g., “We were unable to obtain email addresses for first year students.”
5. Record bounceback emails in the Fielding Tracker, even if you’ve already recorded that week’s email information.



Fielding Tracker Submissions

NORC is requesting the following Fielding Tracker submissions:

1. Interim Submission

- 3 Weeks after survey data collection begins (after Survey Reminder 2)

2. Final Submission

- After data collection is complete (after all seven emails have been sent)

Send both submissions to:
NORCeval@norc.org



Fielding Tracker Summary

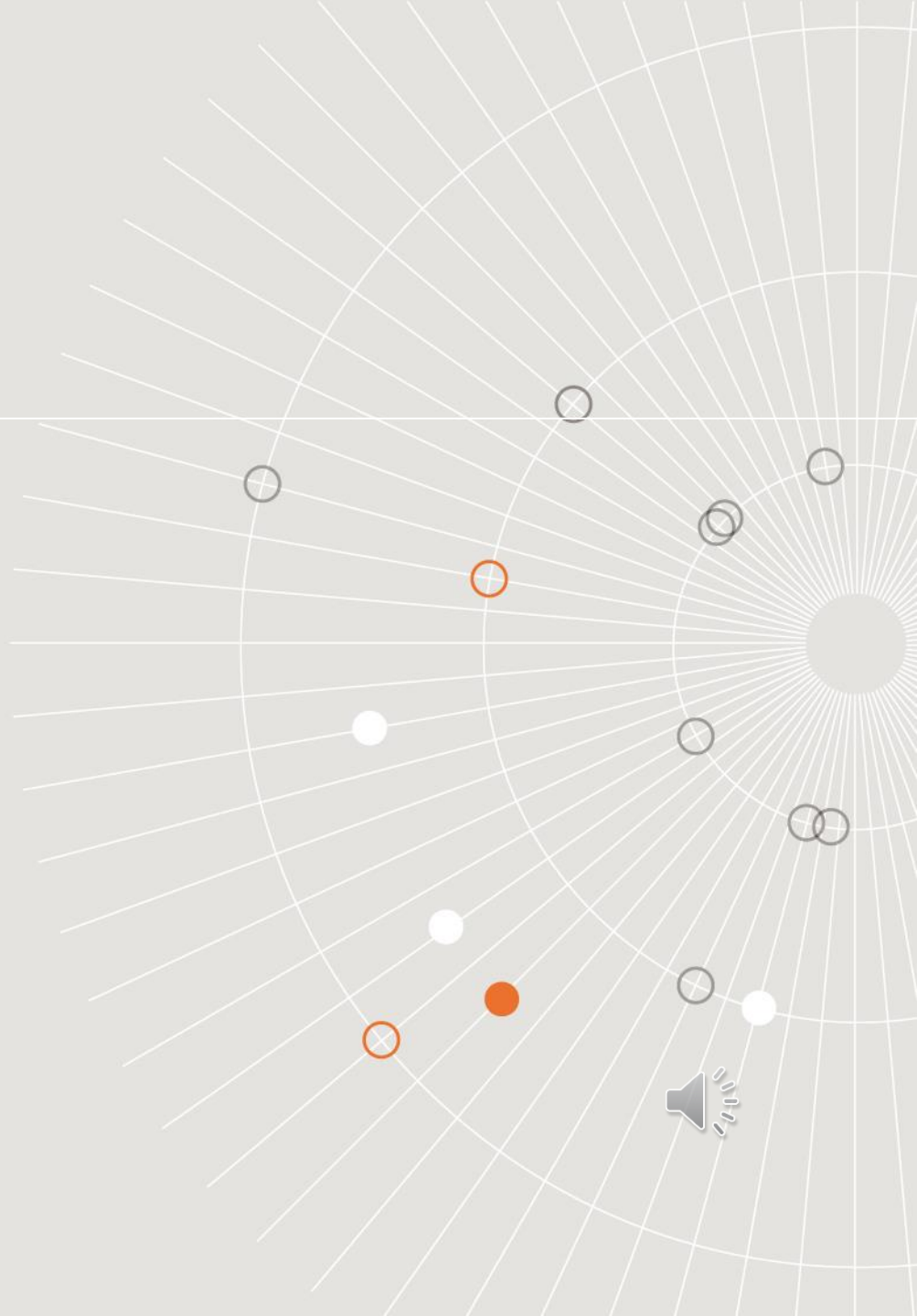
Overall, the Fielding Tracker will

1. Inform NORC about the survey distribution process
2. Calculate survey response rates
3. Assess survey data quality



Questions?

- NORCEval@norc.org
- 888-201-3921



Thank you.

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 **NORC** at the
University of
Chicago