

2022 Landscape Assessment FAQ Document

1. **Q: When is the landscape assessment due?**

A: June 24, 2022

2. **Q: Will there be a paper/ PDF version of the survey available for use?**

A: Yes, we will circulate a copy by email and post on our NCORP Websites once the survey is active. To request a copy, please contact NCORP@wakehealth.edu. The PDF will contain the exact same answer choices and skip patterns as the REDCap survey, in an easy to follow format.

3. **Q: Who should I designate as a Point of Contact (POC):**

A: A staff member at the site who is knowledgeable about practice related information, has resources or other staff to consult for data collection, and someone who is comfortable entering the survey via REDCap (electronic survey).

4. **Q: We want our CCDR Lead to enter the data for all our sites, how do we do this?**

A: If you want one POC for all your sites, you will still roster all sites individually and then provide the same Point of Contact (see above) for all sites for them to receive the survey link. It might be best to capture all responses on the PDF version first and then have the POC enter the data into REDCap after.

5. **Q: What if I need to change my POC for a site (e.g. due to turnover)?**

A: To request any changes, please contact NCORP@wakehealth.edu.

6. **Q: Who will receive the survey link?**

A: Once the NCORP Administrator identifies the POC for each CTEP Site ID that is participating in the Landscape Survey, the survey link will be sent to that person for completion.

7. **Q: Can the survey be printed after it is completed in REDCap?**

A: Yes

8. **Q: Is there flexibility in survey responses (e.g. free text or comments)?**

A: In order to produce the most useful data, items are multiple choice/ check all that apply/ discrete data fields. Some questions also have a limited text box for answers that might not be currently captured as a response option. If you are unsure how to answer a question or need more information, please contact NCORP@wakehealth.edu.

9. **Q: Can we share responses with other affiliates?**

A: The last question in the survey asks the respondent if they would like to give permission to release their data to the parent NCORP. In those cases, we can share the data with the parent NCORP.

10. **Q: How will we know which of our affiliates/subaffiliates have completed the survey?**
 A. We will track survey completion and you can reach us at NCORP@wakehealth.edu for questions.
11. **Q: How many questions are on the survey?**
 A: The survey has ~60 questions with a few follow up items depending on initial response.
12. **Q: Where can I find the recording of the training Webinars?**
 A: The webinar is posted on the Wake NCORP Website under > Videos > March 2022 > “2022 Landscape Assessment Webinar 22.03.03” and “2022 Landscape Assessment Webinar 22.03.10.”
13. **Q: Who should I contact if I am having issues with the survey?**
 A: if you have any issues, please contact NCORP@wakehealth.edu.
14. **Q: How do I request the data after the survey is complete?**
 A: The Parent NCORP Site can request the affiliate/ sub-affiliate site data through NCORP@Wakehealth.edu. To request the full de-identified data set, you will need to go through a Research Base directly.
15. **We wanted to provide additional guidance on Item #56 of the survey regarding non-English speaking patients.** The question asks you to report the total percentage of non-English speaking patients and then to provide the breakdown percentage for each language selected. For example, if your site reports 4 different non-English languages (Spanish, Chinese, French, and Portuguese) for a total of 10%, the percentage reported for each language should equal 10% total.

56. What percentage of your clinical population is non-English speaking? Note that these data may be accessible from the EHR or interpretive services)

* must provide value

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a. What are the top 5 non-English languages for your oncology patient population at your affiliate/subaffiliate? Please provide percentages for up to 5 languages where available. The sum of the reported percentages should equal the percentage entered for Question 56. Note that these data may be accessible from the EHR or interpretive services.

* must provide value

Spanish
 Arabic
 Chinese (Mandarin/Cantonese)
 French/French Creole
 German
 Hindi
 Italian
 Japanese
 Korean
 Polish
 Portuguese
 Russian
 Tagalog
 Vietnamese
 Other

% Spanish	5
% Chinese (Mandarin/Cantonese)	2.5
% French/ French Creole	1.5
% Portuguese	1