

RWJBH Community Survey Collection Protocol:

1. Fill in the box in the top right corner
 - a. ID Number
 - i. Use the pattern *site code_mmdyy_number*
 - ii. The site codes are listed in the table below
 - iii. E.g., if someone from Clara Maas Medical Center was entering their first survey of the day on May 16, 2024, it would read: CMMC_051624_1. Their second survey of the day would be CMMC_051624_2 and so on.
 - b. Date of Completion: This is the date the data were recorded on the paper copy by the participant. If the date is not known, record the date that the ID number was written down.
 - c. Date of Data Entry: Leave this blank
2. After each day that you have collected surveys, email HRIA (rwjb24survey@hria.org) with the following information:
 - a. Number of surveys collected that day, e.g., 30 surveys
 - b. The list of ids recorded, e.g., CMMC_051624_1 – CMMC_051624_30 (no need to list every individual survey ID)
3. Other notes:
 - a. **IMPORTANT:** Please have **one person from each site** who is responsible for filling that out and sending to data enterer
 - b. We encourage you to send the surveys by mail as opposed to scanning whenever possible for quality assurance purposes. Mail it to Tamara or scan and email it to Tamara.Cunningham@rwjbh.org.

| Code | Site |
|-------|---|
| BAR | Barnabas Health Behavioral Health Center |
| CSH | Children's Specialized Hospital |
| CMMC | Clara Maas Medical Center |
| CMC | Community Medical Center |
| CBMC | Cooperman Barnabas Medical Center |
| JCMC | Jersey City Medical Center |
| MON | Monmouth Medical Center & Monmouth Medical Center South Campus |
| NBIMC | Newark Beth Israel Medical Center |
| HAM | RWJUH Hamilton (part of Greater Mercer Public Health Partnership) |
| NEW | RWJUH New Brunswick (part of Healthier Middlesex) |
| RAH | RWJUH Rahway |
| SOM | RWJUH Somerset (Healthier Somerset coalition) |
| TRI | Trinitas Regional Medical Center |
| OTH | Any additional sites |