

**BRFSS 2016 STATE-ADDED AND MODULE QUESTIONS  
VOTING PROCEDURES**

1. The deadline to submit application for the BRFSS 2016 Survey for either State-Added/Optional Module questions is **due on Friday, August 7, 2015, by 5 p.m.** Applications received after that deadline will not be considered.
2. All viable questions should be directed to Judy Bass, Arizona BRFSS Coordinator to discuss whether desired State-Added question requires Human Subjects Review Board (HSRB) approval. [HSRB application](#)
3. The Director of ADHS and the Arizona BRFSS Project Director will be allowed to include State-Added (and if necessary, HSRB approved) questions to the BRFSS survey, at his or her discretion.
4. The Arizona BRFSS program will be assigning a TurningPoint (Audience Response cards) to each participant attending the annual meeting.
5. The staff associated with ADHS programs, state agencies and stakeholders attending the BRFSS Annual meeting will be eligible to cast their vote(s) per question or groups of questions on the BRFSS 2016 voting ballot. Note: Participants who call into the Webinar (appear telephonically) will not be able to participant in the Arizona BRFSS voting process.
6. The Arizona BRFSS program will send out the justifications and a list of all the questions to be voted upon to the Arizona BRFSS users group prior to the annual meeting.
7. Activities that applicants must perform prior to the meeting:

Determine whether each of the State-Added and/or Module questions:

- Require approval by CDC or State of Arizona IRB approval.
  - Were asked every other year over the past 5 years.
  - Were asked every year over the past 5 years
  - Appear to need assistance from BRFSS Coordinator to determine whether a proposed question might overlap with similar State-Added or Optional Modules questions, and whether they should be submitted for voting.
  - [2012 – 2016 Trends in Question usage.](#)
8. There will be a Q/A session, at the Annual BRFSS meeting, to discuss questions about participants' proposed questions/justifications. Two monitors will be available to assure that the voting process is fair and equal. Note: only specific questions not previously addressed shall be addressed.
  9. During the BRFSS Annual meeting, participants will vote on:
    - a. State-Added questions.
    - b. Optional Modules questions

Note: Regardless of which agency, bureau, program or stakeholder you represent only those who physically attend the BRFSS Annual Meeting will be eligible to vote.

10. The voting process is open; participants will use a "TurningPoint" (Audience Response Cards), which will be assigned to each participant in order to show a live tabulation of the vote for each of the questions.
11. In the event there are any objections that are brought up to the group regarding the voting process, then the group's votes will not be the determining factor for those questions that are to be included in the BRFSS survey. Rather, the final selection will be determined by a panel consisting of the AZ BRFSS Project Director, AZ BRFSS Primary Investigator, AZ Medical Director and AZ BRFSS Coordinator.