1. State-Added question application form along with the required justification to be completed for each of the Optional Module/or State-Added question for the BRFSS Survey on or before Close of Business (COB) Friday, August 8, 2014.

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 on or before COB Friday, August 8, 2014. Bassj@azdhs.gov

3. The Director of AZDHS 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 Response ID card to each participant attending the annual meeting.

5. The Arizona BRFSS program will provide instructions on how to use the response ID card at the annual meeting.

6. The staff associated with AZDHS 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 2015 voting ballot. Note: Participants who call into the Webinar (appear telephonically) will not be able to participate in the Arizona BRFSS voting process.

7. The Arizona BRFSS program will send out the justifications and a list of all the questions to be voted upon to the participants prior to the Annual BRFSS Meeting.

8. Activities that applicants must perform prior to the Annual BRFSS meeting:
   Determine whether each of the Optional and/or State-Added 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.
   - Evaluate the questions and whether the answers should be considered as a separate question or as a part of a main question by CDC.

9. There will be a 20-minute Q/A session, at the beginning of 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.

10. During the BRFSS Annual meeting, participants will vote on:
    a. Optional Modules questions
    b. State-Added 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.

11. The voting process is open; participants will use a “TurningPoint” Response ID card, which will be assigned to each participant in order to vote on the questions.

12. TurningPoint response cards will do a live tabulation the votes.
    a. A graph showing total number of optional and State-Added questions will be presented
    b. The total number of questions, including Optional Modules and State-Added questions, shall not to exceed 170 questions.

13. 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.