# Child Care & Early Education RESEARCH CONNECTIONS

#### ICPSR 21402

## Child Care Market Rate Survey Practices and Policies of States, Territories, and Tribes, 2005-2006

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Documentation for Market Rate Survey Data

#### About Research Connections

These data are made available by the Child Care and Early Education *Research Connections* project. *Research Connections* promotes high quality research in child care and early education and the use of that research in policymaking.

Research Connections is operated by the National Center for Children in Poverty at the Mailman School of Public Health, Columbia University and the Inter-university Consortium for Political and Social Research at the Institute for Social Research, University of Michigan, through a cooperative agreement with the Child Care Bureau, Office of Family Assistance and the Office of Planning, Research, and Evaluation, Administration for Children and Families in the U.S. Department of Health and Human Services.











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## **Methods for Survey of States, Territories, and Tribes**

Elements	Description	Process
Study population - Sample criteria - Sample frame - Sample recruitment - Sample size	Sample criteria. The person in each state, territory and tribe who has overall responsibility for the market rate survey, and those with knowledge about the following survey functions: (a) administration/organization of the market rate study, (b) provider population and sample, (c) data collection, (d) data analysis, (e) dissemination, and (f) rate setting.	Step 1: Begin with child care lead agency administrators  Send initial email letter (personal note + introductory letter) informing the lead agency of the study, times of two conference calls being held to explain the project (participation in call not required), link to the complete web survey, and their pin number.
	Sample frame. State and territory contact lists of Lead Agency staff have been obtained from the National Child Care Information Center (NCCIC) website. The Tribal Child Care Technical Assistance Center (TriTAC) has provided a contact list for all of the tribes.  Sample recruitment. See process.  Sample size. All 50 states and the District of Columbia, 5 territories, and 28 of the tribes who have done a market rate survey since 2001.	[Note: We tracked whether they actually opened their email. If not, we followed-up with phone calls to make sure they got on-board with the project]  We had them fill out the introductory page (key informant(s) survey) that included those who are knowledgeable about the six functions.  We also made sure they are able to access the entire survey so they could review the content and indicate the most appropriate key informant(s).  [Note: We used Dillman's methods for improving response rate: initial email, follow-up email, 2 <sup>nd</sup> reminder, 3 <sup>rd</sup> reminder using certified mail, and then additional personal contacts to get Lead Agency to complete the key informant(s) survey.]  After the initial letter was sent, we sent the brief project description to Advisory Committee members, NCCIC staff in all regions, CCB staff and regional contacts, and NACCRRA key staff so they are aware the survey is happening  Held two conference calls for those who had process questions. Facilitator: Bobbie  Step 2: Created 7 different web-based surveys: 1 complete survey that included all the sections and a survey
Survey questionnaires	Focus. One survey instrument was designed to include all six sections (one for each of the six functions described in the above sample criteria). In some cases, the same informant filled out the entire survey. In other cases, multiple informants filled out different sections of the survey.  Variables and constructs. The survey instrument was constructed from the constructs and variables refined and prioritized by the Advisory Committee.  Design. Use of Dillman's principles for constructing web surveys. A paper version of the survey was available for those who prefer not to complete the survey via the web.	

		for each of the six functions.
Data collection	Administration. Web-based interactive technology was used to administer the survey. The web survey was accessible through a specific link created for this project.  Confidentiality. A pin number was required to access the web survey. The pin number was linked to the lead agency's contact information, as well as to the respondent(s) of the 6 functions to track who had completed the survey. The pin number limited questionnaire access to specified informants.  Anonymity. We did not guarantee anonymity. However, we did commit to giving states the opportunity to review for accuracy state descriptions developed from the survey prior to their dissemination.	Step 3: Contacted key informant(s) based on information provided by lead agency  Sent initial email letter (personal note + cover letter) that informs the key informant of the study, link to their section of the web survey, and their pin number.  [Note: We used Dillman's methods for improving response rate: initial mailing, follow-up postcard, 2 <sup>nd</sup> reminder, and a third reminder sent by certified mail.]  [Note: We used the commercial product Survey Monkey for the web survey. Survey Monkey had a feature that allowed the respondent to leave the survey and resume it later as long as they did it from the same computer]  Step 4: If after the four attempts we were not unable to get a response, we returned to the Lead Agency Representative to get the name of another key informant.
Dissemination		<ul> <li>Conference call of administrators after draft report is available, copy of draft report on web for them to review</li> <li>Presentation at SAM</li> </ul>