I. General Description—Please provide a brief overview of the database/data collection project. Please answer the following questions:
   i. Who is collecting the data?
   ii. Why are these data being collected?
   iii. What specific information is being collected?

II. Background—please provide a brief history of the data collection project.

III. Data Collection—Please
   i. Clarify the methods used to collect these data (e.g. telephone survey, birth records, mailing surveys, etc.)
   ii. Provide the frequency the data are collected/reported (e.g. every year, decennially, etc.)

IV. Data Coverage—please describe the geographic or population parameters of this data collection effort. Specifically, are the data collected for a single county or the state or some other geographic boundary or are the data collected only for a specific population.

V. Accessibility—Please
   i. Describe data access protocols (e.g. submission to IRB, generally accessible public data).
   ii. Describe the terms of use and data restrictions.

VI. Data Link—please provide the website or URL associated with these data.

VII. Funding—please provide the sources of funding for this data collection effort.

VIII. Comments—please provide any brief additional comments regarding any of the metadata provided above.

IX. Contact—please provide any contact information or further questions regarding this data collection project.

Please Turn Over