

# **Reducing Response Burden through Improving Reporting Forms**

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STATISTICS  
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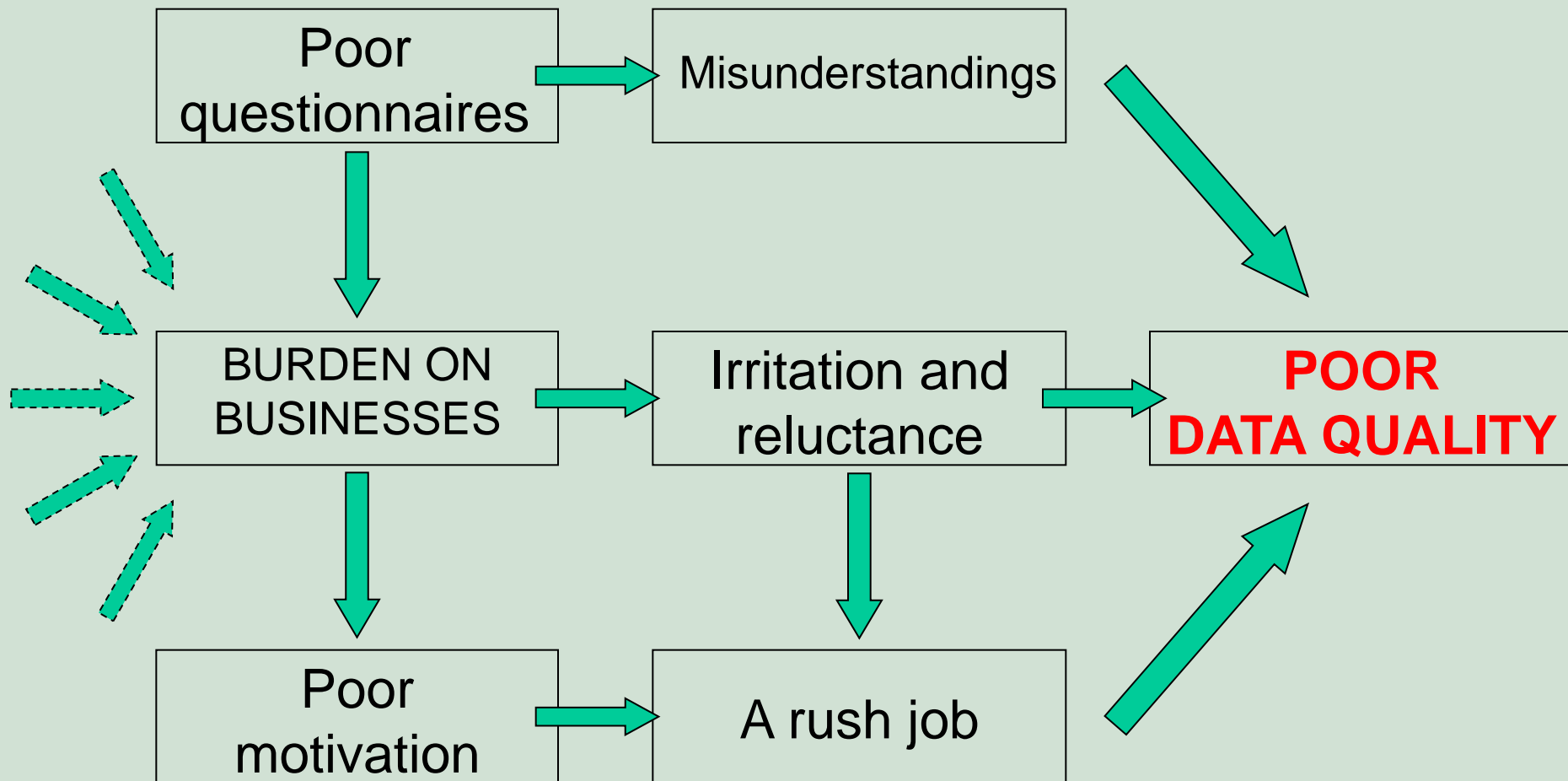
# Response burden and data collection

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- Improvement of primary data collection
  - Analysis of reporting forms
  - Evaluation and redesign of the current reporting forms
  - Test and implementation
- Increase data quality and efficiency of data collection
- Reduce response burden



# Design and data quality



# Assessment of the current forms

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- Evaluation of response burden and data quality
- Identification of problem areas:
  - respondent groups
  - questions
- Diagnosis of problem areas



# Analysis methods 1

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- Sample of completed forms from previous surveys:
  - different types of industries
  - both large and small (critical)
  - early and late respondents
- Look for:
  - crossed out words and numbers
  - written comments
  - calculation errors



## Analysis methods 2

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- Feedback from respondents
  - comments, questions, complaints
  - categorization of remarks
- Feedback from staff
  - problems from specific questions
  - problems with specific respondent groups



# Analysis methods 3

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- Statistical process indicators
  - unit non-response
  - item non-response
  - deviation from expected values
- Check of over-all communication with respondents
  - requests to complete the form
  - instructions



# Results of the analysis phase

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- Summary of analysis findings
- Sources of evidence
- Most important causes of observed errors
- Response burden indicators
- Areas for data quality improvement



# Diagnosis and recommendations

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- Diagnosis of the results of the analysis
- Recommendations for general data collection strategy
- Recommendations concerning the forms

# Monitoring response burden

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- Quantify and follow response over time
- Estimates or direct measurement
  - Time measurement

# Ten “golden rules” regarding official forms

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1. Limit to a manageable amount of relevant questions
2. Make forms understandable
3. Specify the level of detail required
4. Ask information which enterprises will have available
5. Show the usefulness for the enterprises
6. Show the usefulness for society
7. Coordinate with other official data
8. Use pleasant language and attractive design
9. Give sensible deadlines for reply
10. Give a reasonable advance notice

