1. To access, State Tobacco Activities Tracking and Evaluation (STATE) System, go to [www.cdc.gov/tobacco](http://www.cdc.gov/tobacco) and select STATE System from the left navigation panel.
2. You will be brought to the STATE System page where you can then access the site two ways: via the STATE System link or by choosing a specific report you wish to view.
3. Choose which report you would like to see from the left navigation panel by clicking on “Reports by topic.”
4. There are four types of reports: Detailed, State Comparison, and Highlights. The trend report is not available with the NQDW data.
5. You will also be able to use interactive maps with the NQDW data.
6. For a detailed report: you will have four options to customize the data to your preference.
   a. Topic – Services Available, Service Utilization, and Follow-up
   b. Measure – These are specific to the topic you choose and can range from 3 in services available to 5 under service utilization.
   c. State – Choose one state at a time from the 50 states, DC, Guam and Puerto Rico.
   d. Year – Choose one quarter at a time from Q1 2010 through Q4 2011. Follow-up data will only be shown for 2011.
7. For a state comparison report: You will be able to choose a topic of interest and compare it across all states (50 states + DC – data from Guam and Puerto Rico have been excluded from this report).
   
   a. Topic – Services Available and Service Utilization
   b. Measure – These are specific to the topic you choose and can range from 5 in services available to 1 under service utilization.
   c. Year – Choose one quarter at a time from Q1 2010 through Q4 2011.
   d. Output Type – You can choose how you would like to see the data – either in an HTML format for printing or Excel.
8. For the Highlights report: You will either be able to look at this by a single state or nationally (States + DC).
How to Access NQDW data in STATE System

December 2013

a. If you choose the national report, data from the quitline (NQDW) will be the only data displayed. Some data will be shown by quarter, while others will be an aggregate over the 2 year period (CPPW/ARRA). An option of a PDF download is available for this report and is helpful when sharing with stakeholders.
b. If you choose to view this report for a single state, you will generate a report with all tobacco measures displayed in STATE, including quitline. This report is more extensive compared to the national report. An option of a PDF download is available for this report and is helpful when sharing with stakeholders.
9. The last option to explore with STATE is the interactive map. For the NQDW, you will be able to generate an interactive map for 2 quitline measures: Service utilization – incoming calls and callers who received counseling and/or medication. Data from all states with available data will be shown, with the most recent quarter being shown first.
a. A US map is displayed and the user can roll the mouse over the map to show data for a particular measure.

b. There is also a legend for the map and an associated data table on the same page. Interactive maps allow users to export a jpeg of the map image by clicking on save as image.

c. Users may want to copy and paste the map to show in a ppt or a word doc.
10. Other helpful hints:
   a. There is a feature called “about this measure” which contains a glossary of all the quitline variables.
   b. There is also a methodology section for quitline which describes how all variables were derived. It provides information of the NQDW surveys and information on how some variables were calculated.
c. There is the “download all data” option for the quitline measures available in STATE. This is available to users to provide them the option of doing further analysis on their own. Data will be downloaded to an Excel spreadsheet.