

Questionnaire for Configurational Comparative Analysis: Frequently Asked Questions



September 2024

1. What is the CCA survey?

CCA is a research method that integrates both qualitative and quantitative data to compare patterns across case-studies and identify which conditions, or combinations of conditions, lead to a desired outcome. The NELP team use the survey to collect data about the work taking place in local Places, as part of its evaluation of place-based systemic approaches to address physical activity inequalities across England.

Further information on CCA is available [here](#), including the [survey guidance](#).

2. When is the deadline to submit our completed survey?

You will need to submit a completed online survey by the end of 15 October 2024.

3. Will I have to complete the survey in one go?

Each Place will have a unique survey link that will save your progress as you complete the survey. This allows you to close the survey and return to it at a later point without losing the information submitted.

4. Can more than one person in a Place fill in the survey?

We recommend one/two people completes the final survey submission. You will be provided with a survey link that is unique to your Place. However, your response should be based on input from stakeholders across the Place – **see question 5**.

5. Should we include data from a range of stakeholders in our completed survey?

Before you complete the survey, we recommend holding a session with a range of stakeholders from your Place to collate data/examples to help you complete the survey. We do not recommend a specific number of people; we advocate a range of perspectives and areas of work. Further recommendations and resources for engaging stakeholders in the process are included in the [CCA survey guidance](#).

6. Who am I completing the survey for – what counts as a Place?

For consistency from all submissions, we consider each Place as the Local Authority area it represents. Therefore, if you are representing multiple Places, you should complete 1 survey per Place. For example, if an Active Partnership represent 3 different Places, they will submit 3 separate survey responses. Each Place will be given a unique survey link to complete.

7. Do I need to complete all the System Maturity conditions?

We ask you to submit a response for all conditions, but we recognise that some conditions may be less relevant or less well developed in your Place and therefore have less examples/data

available than others. Please include an explanation for your assessment for each condition, supported where possible with examples, to enable the NELP team to understand your survey response.

8. How much information/ how many examples do I need to include?

We recommend capturing examples from a range of stakeholders in Place to capture diverse viewpoints, along with a brief explanation of your reasoning for your maturity assessment, including consideration of contextual conditions as well as the activity taking place in this field. Contextual conditions may relate to the demographics and histories of the Place, and/or the organisational relationships and contexts within which this work is taking place. We do not need detailed descriptions of the examples used, but rather a brief explanation of what is happening or has happened, and how this relates to the particular system maturity condition. Your examples may come from, community organisations, operational teams, and senior leaders in your Place, and one example may well relate to more than one condition.

9. What should we do if there is no agreement of the maturity rating between stakeholders.

The maturity rating should reflect the overall Place, so it is important that examples are collected from a range of stakeholders in the Place. The maturity rating should reflect the data and examples gathered during this process so if there is not a clear agreement on the scoring it may be beneficial for a few people with detailed understanding of the work to review the data available and decide on an appropriate rating. The NELP team will also look across cases and moderate the ratings based on a range of information and examples.

10. Can we collect and submit responses in another format?

Some people may find it easier to capture and collate information in another format such as Word or Excel, and that's fine, but we would ask you to copy the information into the online survey response to enable use to process it effectively. If you have any technical difficulties with using the online survey, please contact us by email: nelp@shu.ac.uk

For any further information please contact: nelp@shu.ac.uk