



OMB Clearance for LINCS Professional Development Mapping Survey

Supporting Statement B FOR PAPERWORK REDUCTION ACT SUBMISSION

B. Collection of Information Employing Statistical Methods

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on Form 83-I is checked "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe the potential respondent universe (including a numerical estimate) and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, state and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

For the purpose of this study, the universe for data collection consists of directors of the state adult basic education, volunteer literacy offices, professional associations, and other supporting agencies in all 50 states. We anticipate sending the survey to 2 respondents per state with an average of 1.6 responses per state. We expect to receive approximately 83 completed surveys.

2. Describe the procedures for the collection of information, including:
 - Statistical methodology for stratification and sample selection.
 - Estimation procedure.
 - Degree of accuracy needed for the purpose described in the justification.
 - Unusual problems requiring specialized sampling procedures, and
 - Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

The three Regional Resource Centers all have partners in the states in their regions (thus covering all 50 states) that can provide the contact information for state adult basic education offices, volunteer literacy offices, professional associations, and other supporting agencies. The directors of these organizations will be contacted by e-mail to complete the Professional Development Mapping Survey.

The e-mail message that is sent will include a link to the web-based survey. Respondents will be provided with a common user name and a default password. Any printed surveys will be returned to the Regional Resource Centers for manual entry into the database.

Survey responses will be stored in a secure database hosted on a server at Kent State University and will be available to project staff for subsequent analysis. There are no plans to release a data file containing survey responses.

3. Describe methods to maximize response and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

Four factors were identified to maximize response rates: (1) keeping the survey short and with simple responses; (2) identifying respondents through existing state and national partners; (3) conducting preliminary research on existing websites; and (4) telling state directors why the mapping is being conducted. Regional Resource Center staff will conduct follow-up telephone calls, in cases of non-response.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

Regional Center staff piloted the survey with one state-level staff to minimize burden and improve utility of the survey. Additional testing will be conducted by Regional Center staff once the survey is online to ensure that users do not have problems when filling out the forms online.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other persons who will actually collect and/or analyze the information for the agency.

This study is being conducted by the National Institute for Literacy. The three grantees implementing the study are World Education, Inc., in partnership with the Ohio Literacy Resource Center; the University of Tennessee, Center for Literacy Studies; and Peninsula Library System/Literacyworks. Contact information for principal professional staff is provided below. All Centers will work to analyze the data within their region and collaborate in developing a report regarding the findings from data gathered in their region.

**LINCS Regional Resource Center Grantees
Contact Information**

Region I	Region II	Region III
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