

**SURVEY OF SAFE AND DRUG FREE (SDFS) STATE COORDINATORS ABOUT STUDENT DRUG
TESTING PROGRAMS (SDT)**

Supporting Statement B

Request for Office of Management and Budget Review and Approval
for Federally Sponsored Data Collection

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B1. Respondent Universe and Sampling Methods

We will use a list of 51 State Educational Agencies (SEA), as provided by the United States Department of Education. The respondent universe consists of 50 state educational agencies and the District of Columbia. The respondent universe is as follows:

Alabama Dept. of Education	Hawai'i Dept. of Education	Massachusetts Dept. of Education	New Mexico Public Education Dept.	South Dakota Dept. of Education
Alaska Dept. of Education and Early Development	Idaho Dept. of Education	Michigan Dept. of Education	New York State Education Dept.	Tennessee State Dept. of Education
Arizona Dept. of Education	Illinois State Board of Education	Minnesota Dept. of Education	North Carolina Dept. of Public Instruction	Texas Education Agency
Arkansas Dept. of Education	Indiana Dept. of Education	Mississippi Dept. of Education	North Dakota Dept. of Public Instruction	Utah State Office of Education
California Dept. of Education	Iowa Dept. of Education	Missouri Dept. of Elementary and Secondary Education	Ohio Dept. of Education	Vermont Dept. of Education
Colorado State Dept. of Education	Kansas Dept. of Education	Montana Office of Public Instruction	Oklahoma State Dept. of Education	Virginia Dept. of Education
Connecticut Dept. of Education	Kentucky Dept. of Education	Nebraska Dept. of Education	Oregon Dept. of Education	Washington Office of Superintendent of Public Instruction
Delaware Dept. of Education	Louisiana Dept. of Education	Nevada Dept. of Education	Pennsylvania Dept. of Education	West Virginia Dept. of Education
Dist. of Columbia Public Schools	Maine Dept. of Education	New Hampshire Dept. of Education	Rhode Island Dept. of Elementary and Secondary Education	Wisconsin Dept. of Public Instruction
Florida Dept. of Education				
Georgia Dept. of Education	Maryland State Dept. of Education	New Jersey Dept. of Education	South Carolina Dept. of Education	Wyoming Dept. of Education

There will be a total of 51 entities in this study. Because the list of survey recipients/potential respondents encompasses the entire potential respondent universe, there is no need for sampling. ONDCP will not survey just a sample of the affected agencies, but rather all of the agencies in existence.

Potential respondents will be contacted initially via United States Postal Service mail. Each survey packet will contain (1) a cover letter (available to OMB on request) and (2) the instruction/survey instrument. Because of the brevity of the survey, the instructions have been included in the body of the survey itself.

B2. Procedures for the Collection of Information

Initial contact with the State Educational Agencies will be in the form of a hard copy of the cover letter, instructions, and survey mailed to their respective addresses currently on file with the Department of Education. SEAs have the option of responding by mail, by fax, or by e-mail. There is no requirement that the survey be completed in hard copy and mailed back to ONDCP. We would like to make responding to the survey as simple as possible, with as little cost to the respondents as possible. Respondents are free to choose their method of communication. The survey instrument will contain the contact information for the ONDCP analyst in charge of data collection, including mailing and e-mail addresses, phone number, and fax number.

B3. Methods to Maximize Response Rates and Deal with Non-response

Once a reasonable amount of time has elapsed from the mailing of the survey packets, ONDCP analysts will make follow-up phone calls to the State Educational Agencies. The SEAs have long-standing relationships with federal agencies and thus are cooperative with requests for information.

B4. Tests of Procedures of Methods to be Undertaken

ONDCP has previously surveyed State agencies for the "Major Cities" Federal, State, and Local Drug Control Funding database and has found their responses to be timely and thorough. The response rate for State agencies that were polled was above 90%.

The survey instrument was subjected to interagency review, as well as review by U.S. Department of Education analysts. Within ONDCP, the survey was reviewed by a number of individuals, many of whom have previous experience with surveying methods and analysis.

B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

The survey was created by a collaborative effort on behalf of analysts within ONDCP and the United States Department of Education.

The interview data will be collected by Meredith DeFraités, Policy Analyst, who can be reached at:

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Results of the survey will be analyzed by analysts within the Office of Performance and Budget. The point of contact for result analysis is Meredith DeFraités (contact information above).