Generic Clearance User Guide

IMPROVING THE QUALITY AND DELIVERY OF CDC'S HEART DISEASE AND STROKE PREVENTION PROGRAMS

<u>Why has the DHDSP developed the Generic Clearance?</u>
In order to aid in the implementation of its Evaluation Plan, the Division for Heart Disease and Stroke Prevention (DHDSP) has received a generic OMB clearance, "Improving the Quality and Delivery of CDC's Heart Disease and Stroke Prevention Programs," to conduct a series of information collections based on a set of questions that address relevance, quality and impact of DHDSP trainings, technical assistance, and guidance. Respondents will be the DHDSP's partners in state and local government, partner organizations in the private sector including public health organizations, nonprofit organizations, and professional organizations, as well as academic institutions.

Results of the evaluation will be used to strengthen relationships between the DHDSP and its partners, enhance the impact and effectiveness of the DHDSP's activities and products, and strengthen the organizational effectiveness of the DHDSP. An effective program improvement process requires understanding the type and scope of products and services that can best meet the needs of DHDSP partners. By asking partners to identify their current needs, to describe how DHDSP activities address these needs, and to identify new DHDSP activities that they would find helpful, DHDSP will be better able to improve existing activities as well as prioritize areas for additional or expanded services.

<u>What is the DHDSP Evaluation Plan?</u>
The DHDSP has developed a coordinated, integrated, and focused evaluation plan to assess its current efforts in reducing the burden of heart disease and stroke. The evaluation plan is guided by three evaluation questions:
- Is the Division engaged in the most appropriate activities (Relevance)?
- Are these activities well implemented (Quality)?
- Is the work of the Division having the intended effect (Impact)?

More information about the DHDSP Evaluation Plan can be found within Attachment 4 of the Generic Clearance Package.

<u>Who can use the Generic Clearance?</u>
The Generic Clearance is intended for use by those individuals within the DHDSP so they can evaluate the relevance, quality, and impact of the services they provide to our partner organizations. These assessments will enable DHDSP to assess how effectively it is supporting its partners and to gauge its progress in meeting it goals. This will allow the DHDSP to prioritize service areas that need improvement and to identify successful activities that should be maintained, replicated, or expanded.

Do I need prior approval from OMB to conduct my data collection?
No, you **WILL NOT** need prior approval from OMB to conduct your data collection if your proposed data collection follows the protocol as outlined in 0920-XXX **and** your instrument draws **100%** of its questions from the approved Question Bank (See Attachment 3), **verbatim**.

All proposed data collections will be reviewed by the DHDSP project contact as well as the NCCDPHP OMB contact. The DHDSP contact will ensure that the proposed data collection it is consistent with the DHDSP evaluation plans and goals, as outlined in 0920-XXXX. In addition, the NCCDPHP OMB contact will review each proposed data collection to ensure that it conforms to OMB regulatory requirements. Once you have written approval from these individuals, you may proceed with data collection.

Yes, you **WILL** need prior approval from OMB if you:
- Deviate from the **verbatim** use of questions from the Question Bank
- Deviate in any way from the protocol as outlined in 0920-XXXX

In this case, to obtain OMB approval, you will need to work with the NCCDPDP OMB contact to write and submit a change request to OMB.

What is the pre-approved Question Bank?
The Question Bank is arranged into six sections:
- Screening questions used to determine if the respondent is eligible to participate in a survey, focus group, or interview
- Questions about the **relevance** of DHDSP training, technical assistance, and other guidance products
- Questions about the **quality** of DHDSP training, technical assistance, and other guidance products
- Questions about the **impact** of DHDSP training, technical assistance, and other guidance products
- Follow-up questions which invite the respondent to further explain an answer
- Demographic questions

More information about the Question Bank can be found in the "Instruction to Users" section of the Question Bank.

May I deviate from the question contained in the Question Bank?
Questions in the Question Bank must be used **verbatim** in developing data collection instruments for the three OMB-approved methods of data collection. This is a mandatory requirement. The only exception is to insert the relevant name of training, type of technical assistance, name of collaborative effort, or name of product into the identified areas.

According to the terms of the OMB clearance of the Question Bank, if you choose to use questions outside those currently approved in the Question Bank, you must submit a change request to OMB. The change request must explain why the additional questions

are needed. The 30- and 60-day Federal Registry notices are not needed. Approval time is undetermined.

How can I collect data?
The three approved methods of data collection include:
- Interviews (in person or telephone)
- Focus group (in person or telephone)
- Web-based surveys

Data collection instruments must be pilot tested and the time burden on pilot test respondents must be recorded. **Burden hours for web-based survey are limited to 30 minutes. Burden hours for interviews and focus groups are limited to one hour.**

Who is managing the Generic Clearance?
The Generic Clearance is being managed by the DHDSP as well as the NCCDPHP OMB contact. Each proposed data collection must to be reviewed by the DHDSP contact to ensure that it is consistent with the DHDSP evaluation plans and goals, as outlined in 0920-XXXX.

In addition, each proposed data collection must be reviewed by the NCCDPHP OMB contact to ensure that the data collection conforms to OMB regulatory requirements. The NCCDPHP OMB contact will manage all proposed change requests or amendments to the package.

These two contacts will work independently track burden hours and compare on a quarterly basis. Updates will be provided on an annual basis to OMB.

Who is my DHDSP contact?
Lauren Gase, lgase@cdc.gov, (770) 488-8007

Who is my NCCDPHP OMB contact?
Renita Macaluso, rmacaluso@cdc.gov, (770) 488-6458

How do I get started using the Generic Clearance?
Please complete the "Data Collection Request Form" (See Attachment 10) and submit to Lauren Gase at lgase@cdc.gov. Please attach a copy of the proposed data collection instrument.

The EPET will review the form within two weeks of receipt. **No data collection may begin until approval has been received from the DHDSP and the NCCDPHP OMB Contact.**

Are there any steps I need to take after I complete a data collection?
After completing a data collection, you must report the total number of respondents who completed the instrument and the response rate to the DHDSP contact. In addition, you must send the DHDSP a copy of the results of the assessment and any reports generated.