Supporting Statement for Health Information Technology Extension Program: Preliminary Application

A.   Justification

1. Circumstances Making the Collection of Information Necessary

The Department of Health and Human Services Office of National Coordinator for Health Information Technology (ONC) is requesting emergency action for this clearance by the Office of Management and Budget no later than 8/20/09. ONC is requesting emergency processing procedures for this application because this information is needed immediately to assure that ARRA funds are used timely and effectively to support electronic health record adoption which will improve the health care and quality. This funding opportunity needs to be made available as soon as possible because they are part of the fiscal stimulus initiative. Moreover, the Vice President would like to announce these opportunities very soon.

Section 3012 of the Public Health Service Act (PHSA), as amended by ARRA, authorizes a Health Information Technology Extension Program (Extension Program). By statute, the Extension Program consists of Regional Extension Centers (Regional Centers and a national Health Information Technology Research Center (HITRC).

2. Purpose and Use of Information Collection

The data collection will be used by ONC to select organization across the Country that will serve as Regional Centers. The purpose of the Regional Centers is to furnish assistance, defined as education, outreach, and technical assistance, to help providers in their geographic service areas select, successfully implement, and meaningfully use certified EHR technology to improve the quality and value of health care. Regional Centers will also help providers achieve, through appropriate available infrastructures, exchange of health information in compliance with applicable statutory and regulatory requirements, and patient preferences. Over the next two years, the Regional Health Centers will support 100,000 providers across the Country that serve approximately 100 million patients to implement electronic health record systems. This work is critical for national health care reform efforts and the federal stimulus initiative.

3. Use of Improved Information Technology and Burden Reduction

All documents for the information collection will be submitted electronically using grants.gov. ONC staff will analyze the data electronically and communicate with the practices using email.

4. Efforts to Identify Duplication and Use of Similar Information

Since this is a new program that was created through ARRA the information that will be collect has never been collected before by the federal government.

5. **Impact on Small Businesses or Other Small Entities**

No impact on small business

6. **Consequences of Collecting the Information Less Frequent Collection**

This is a one time data collection. Applicants that are selected through the process will invited to submit a full application but that will be through a different information collection document.

7. **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

No special circumstance

8. **Comments in Response to the Federal Register Notice/Outside Consultation**

Due to the emergency nature of the program announce OMB has waived the FRN requirements for this collection.

9. **Explanation of any Payment/Gift to Respondents**

Not applicable

10. **Assurance of Confidentiality Provided to Respondents**

No personal health information will be collected. All grant information will be kept confidential to the extent allowed by law.

11. **Justification for Sensitive Questions**

No sensitive information will be collected.

12. **Estimates of Annualized Burden Hours (Total Hours & Wages)**

While the preliminary application document itself is very short, it will required collaboration/coordination with numerous other organizations. As a result, staff from the not-for-profit organizations, will be required to hold numerous meetings with various stakeholders as well as follow up phone calls. Additionally, staff will be required to conduct data analysis/research to pull together information that will be used to support the program.

It is estimated that each responding not-for-profit will need to devote 140 hours to supporting the application. These will consist of a full week (35 hours) for four staff members, including a senior manager, clinical leader, program manager, and administrative assistant.

12A. Estimated Annualized Burden Hours

Estimated Annualized Hour Burden Table

Forms (If necessary)	Type of Respondent	Number of Respondents	Number of Responses per Respondent	Average Burden hours per Response	Total Burden Hours
Preliminary Application	Not-for-profit organizations	300	1	140	42,000

12B. Cost estimates for a single respondent that has to complete the preliminary application.

Annualized estimated cost burden table.

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Senior manager	35	$55.00	$1,925.00
Clinical leader	35	$100.00	$3,500.00
Program manager	35	$35.00	$1,250.00
Program assistant	35	$20.00	$700.00
Total	140		$7,350.00

Hourly wages from BLS website.

13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs

There are no additional recordkeeping/capital costs

14. Annualized Cost to Federal Government

Federal employees	Total Burden Hours	Hourly Wage Rate (GS 15 step 5)	Total Respondent Costs
First level reviewer	35	$65.62	$2,296
Second level reviewer	35	$65.62	$2,296
Third level reviewer	35	$65.62	$2,296
Total	140		$6,890

15. Explanation for Program Changes or Adjustments

This is a new data collection.

16. Plans for Tabulation and Publication and Project Time Schedule

Data collection will begin as soon as clearance is receive.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification.

B.   Collection of Information Employing Statistical Methods If statistical methods will not be used to select respondents and item 17 on Form 83-I is checked "No" use this section to describe data collection procedures.

The applications will be reviewed but the data will not be analyzed using statistical methods.