

## **B. Collections of Information Employing Statistical Methods**

**1. Provide a numerical estimate of the potential respondent universe and describe any sampling or other respondent selection method to be used. Data on the number of entities (e.g., households or persons) in the universe and the corresponding sample are to be provided in tabular format for the universe as a whole and for each stratum. Indicate expected response rates. If this has been conducted previously include actual response rates achieved.**

- Potential respondent universe based on the number of COP Nurses, Field Nurses and Rehabilitation Counselors assigned to cases between October 1, 2008 and December 31, 2009 = 1,100
- Expected response rate (30%) or 330 respondents
- Sampling methodology: See below.

**2. Describe the procedures for the collection of information, including:**

- a. Statistical methodology for stratification and sample selection**
- b. Estimation procedure**
- c. Degree of accuracy needed**
- d. Unusual problems requiring specialized sampling procedures**
- e. Any use of less frequent than monthly data collection to reduce burden**

The selection of survey participants is based on the number of COP Nurses, Field Nurses and Rehabilitation Counselors assigned to cases between October 1, 2008 and December 31, 2009.

No statistical methods will be used. All data collection will be based on a 100 percent sample of the inference population. In all reports and other publications and statements resulting from this work, no attempt will be made to draw inferences to any population other than the set of units that responded to the data collection effort.

Since this is a relatively low number and the response rate for surveys is typically not more than 30%, DFEC is choosing to send the survey to each of these 1,100 contractors so that we can obtain the highest response rate possible. Note: As indicated in Supporting Statement A, these surveys will be used periodically, and therefore, the calendar years may change which will impact on the universe and sample sizes.

SRA will transmit the survey to each participant via direct mailings, with a cover letter provided by the DFEC Director. The participants will be asked to complete the survey on-line.

The data collection provides for sufficiently timely identification of problem areas and

undertaking of steps toward improvement. This will allow DFEC to improve on its quality service to the injured worker when the claimant is out of work. We anticipate final results of this survey to be completed and available by December 2010.

**3. Describe methods to maximize response rate 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.**

A request to complete the survey will be sent to every eligible contractor who has been assigned a case during the target period, and responses will be completed on-line, which should maximize the response rate.

**4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions of 10 or more individuals.**

Not applicable.

**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 person(s) who will actually collect and/or analyze the information for the agency.**

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