**Information Collection #7:**

**Assessing programmatic efforts and technical assistance needs of**

**WISEWOMAN programs**

**Supporting Statement – Part B**

Submitted for approval under CDC generic approval #0920-0864,

*Improving the Quality and Delivery of CDC’s Heart Disease and Stroke Prevention Programs*

May 16, 2012

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**Data Collection Instruments**

Attachment 1. Year 4 Evaluation Survey Part I

Attachment 2. Year 4 Evaluation Survey Part II

**Supplementary Documents**

Attachment 3. Web Survey Screen Shots (examples)

Attachment 4. Introductory Email to Potential Respondents

Attachment 5. Invitation Email to Potential Respondents

Attachment 6. Follow-up Reminder Email to Potential Respondents

Attachment 7. Thank You Email to Survey Respondents

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1. **Statistical Methods**

**B.1 Respondent Universe and Sampling Methods**

All CDC-funded WISEWOMAN programs will be invited to participate. No statistical selection methods will be used.

**B.2 Procedures for the Collection of Information**

The survey will be distributed in two parts (waves). Data collection for each part will be open for approximately four weeks. Links to the survey site and other materials will be distributed by the contractor using an e-mail list-serve of WISEWOMAN program managers and directors.

Two weeks prior to data collection, WISEWOMAN program managers and directors will receive an introductory email (**Attachment 4**) informing them to expect a link to the survey in one-two weeks. Approximately one week after distribution of the introductory email, the evaluation contractor will distribute an invitational email (**Attachment 5**) to all potential respondents. The invitational email will provide instructions for completing the survey and provide a website link to the survey.

At the conclusion of data collection, the evaluation contractor will send a thank you email (**Attachment 7**) to all respondents to express appreciation for their participation.

**B.3 Methods to Maximize Response Rates and Deal with Nonresponse**

To encourage participation and to remind programs of closing dates for completing each survey part, the contractor will send follow-up/reminder emails to each WISEWOMAN program, beginning one week after distribution of the invitational email. Follow-up/reminder emails (**Attachment 6**) will be sent on a weekly basis. They will include instructions for completing the survey and provide a website link to the survey. This process will be repeated for each of the three parts of the survey.

**B.4 Test of Procedures or Methods to be Undertaken**

None.

**B.5 Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

Statistical/methodological consultant(s)

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