

**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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**B. 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)

Susan Zaro, MPH  
ICF International  
Senior Vice President, Public Health Division  
404-321-3211  
szaro@icfi.com

Lawrence Scholl, MPH  
ICF International  
Senior Project Manager  
404-433-0735  
lscholl@icfi.com

Thearis Osuji, MPH  
ICF International  
Senior Associate  
404-321-3211  
tOsuji@icfi.com

#### Data Collection

Susan Zaro, MPH  
ICF International  
Senior Vice President, Public Health Division  
404-321-3211  
szaro@icfi.com

Lawrence Scholl, MPH  
ICF International  
Senior Project Manager  
404-433-0735  
lscholl@icfi.com

Michael Greenberg, JD, MPH  
ICF International  
Associate  
404-321-3211  
mGreenberg@icfi.com

Data Analysis

Susan Zaro, MPH  
ICF International  
Senior Vice President, Public Health Division  
404-321-3211  
szaro@icfi.com

Lawrence Scholl, MPH  
ICF International  
Senior Project Manager  
404-433-0735  
lscholl@icfi.com

Thearis Osuji, MPH  
ICF International  
Senior Associate  
404-321-3211  
tOsuji@icfi.com

Michael Greenberg, JD, MPH  
ICF International  
Associate  
404-321-3211  
mGreenberg@icfi.com

Dara Schlueter, MPH  
ICF International  
Associate  
404-321-3211  
dSchlueter@icfi.com