

**OMB CLEARANCE APPLICATION:**

**Supporting Statement for An Assessment of the  
Sustainability and  
Impact of Community Coalitions Once  
Federal Funding Has Expired**

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## **A. JUSTIFICATION**

### **1. Circumstances Making the Collection of Information Necessary**

The Office of the Assistant Secretary for Planning and Evaluation (ASPE) is requesting Office of Management and Budget (OMB) approval to conduct a survey of community coalitions formerly funded by the Community Access Program (CAP)/Healthy Communities Access Program (HCAP) to learn about their sustainability and impact post-federal funding. This project provides an opportunity to gather information about the post funding experiences of coalitions that successfully competed for grant funding from the Department of Health and Human Services (DHHS). ASPE has contracted with the National Opinion Research Center (NORC), affiliated with the University of Chicago, to conduct a study that uses the CAP/HCAP experience to learn about the long-term sustainability of federally-funded coalitions. Additional information on CAP/HCAP can be found in Attachment 7.

As part of the study a survey will be administered to the 260 coalitions funded through CAP/HCAP, providing a unique set of data to assess coalition sustainability and the factors that enable and hinder sustainability. The survey will focus on CAP/HCAP coalitions' sustainability, impact, and outcomes post-funding. The survey design and content is informed by a review of the literature on community coalitions including coalition functions, impact, and sustainability. The survey is designed to be consistent with the data from CAP/HCAP coalitions' six month monitoring reports (6MMRs) and built on the data collected as part of the national CAP/HCAP program evaluation conducted in 2004. The survey has been pretested with 6 people, to verify the appropriateness of the content, as well as the estimated burden to respondents.

Results from the survey will not only contribute to answering the study's overall evaluation questions, but will also inform NORC in the selection of sites for key informant interviews and site visits. Specifically, telephone interviews will occur with a subset of 20 CAP/HCAP coalitions that have been sustained as well as 20 CAP/HCAP coalitions that have not been sustained. The key informant interviews will utilize a structured instrument tailored to the coalitions' experiences. Site visits will be conducted with seven coalitions that were sustained post-funding. The following subsections of this document provide detailed justification of the collection of this data, in accordance with OMB requirements.

This collection of data is authorized by Section 301 of the U.S. Public Health Service Act (42 U.S.C.241). A copy of this legislation can be found in Appendix 1.

### **2. Purpose and Use of Information Collection**

The question of what has happened to the CAP/HCAP coalitions during the intervening years since they stopped receiving federal funding is an important one—not only to shed light on the effectiveness of the CAP/HCAP coalitions, but to learn more about what happens to the dynamics of collaborations that have been built around grant funding once that funding no longer is present. Therefore, ASPE seeks to conduct a study that uses the CAP/HCAP experience to learn about the long-term sustainability of federally-funded community coalitions. The study will assess:

1. Current characteristics of community coalitions that were funded by HHS under CAP/HCAP, and the number of organizations still in existence;
2. The extent to which coalitions are self-sustaining after federal funding has ended, and the barriers to and facilitators of their sustainability; and
3. The impacts that CAP/ HCAP coalitions have had post-federal funding, the types of outcomes achieved; and
4. The extent to which the coalitions have evolved to address the needs in the community.

Using the CAP/HCAP grantees as a lens to explore sustainability of community coalitions is particularly important today given new federal investments in clinical and community-based strategies through the American Recovery and Reinvestment Act (ARRA). Over the next two years, ARRA will fund community-based health strategies through a Prevention and Wellness fund. Understanding the extent to which programs and coalitions can be sustained post-funding will be of paramount importance as the federal government continues to invest in innovative community-based strategies to improve the health outcomes of Americans.

### ***3. Use of Improved Information Technology and Burden Reduction***

The survey will be sent to respondents as a hardcopy self-administered questionnaire (SAQ) with the option of completing the survey online via the internet. It is anticipated that respondents will choose the option of least personal burden, thereby reducing the overall burden of the study. An email reminder will be sent to non-respondents one week after the initial mailing, followed by a postcard reminder to any non-respondents two weeks after the initial mailing, highlighting the convenience of the online completion option. Any outstanding non-respondents at four weeks after the initial mailing will be contacted using computer-assisted telephone interviewing (CATI) to confirm that the hardcopy SAQ was received, and to inquire whether the respondent would like to complete the survey online or by telephone. If the respondent has lost or misplaced the hardcopy SAQ and indicates a preference for hardcopy completion, NORC will mail or fax the respondent a new hardcopy SAQ. If the respondent opts to complete the survey by telephone, the interviewer will access the respondent's case online and enter responses directly into the online survey. Once a mailed or faxed copy of the survey has been received at NORC, the data will be directly entered into the electronic survey and the data will be maintained electronically.

### ***4. Efforts to Identify Duplication and Use of Similar Information***

The purpose of this survey is to collect data from coalition leaders about the sustainability, impact and outcomes of the CAP/HCAP coalitions since they stopped receiving federal funding. A review of the literature did not identify any other efforts to collect data from this population. No known projects assessing the sustainability of community coalitions in this regard have been funded by either the federal government or private entities prior to the development of this survey.

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

The surveys will have minimal impact on small entities, as only one individual per coalition will be asked to complete the survey. Further, completion of the survey

will require minimal time out of respondents' work days to complete (approximately 35 min).

**6. Consequences of Collecting Data Less Frequently**

The design of the survey requires a one-time only data collection activity per respondent. Without collecting these data, the study will lack essential information about the sustainability of coalitions post funding. The federal government will find enormous benefit in having information available that will answer the questions around the sustainability of coalitions after federal funding has ended.

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

This request is consistent with the general information collection guidelines of 5 CFR 1320.5(d)(2).

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

The notice required in 5 CFR 1320.8(d) was published in the Federal Register on July 12, 2010, page 75 39693 (Attachment 6). The required notice of OMB review will be published in the Federal Register concurrently with the submission of this document. For Federal Register information, see the Office of the Secretary Certification Form.

NORC at the University of Chicago staff and advisors consulted include (full contact details for these individuals can be found in Section B.5 of this document):

Michael Davern, PhD

Caitlin Oppenheimer, MPH

Jennifer Benz, MA

Alycia Infante, MPA

Shannon TenBroeck, MA

Hilary Scherer

Prudence Brown, PhD

Carmelita Grady, PhD

Wilma Tilson, PhD, MPH

Caroline Taplin, MSPH

Lee Wilson, MA

**9. Payments/Gifts to Respondents**

There will be no payments or gifts to respondents of this survey.

**10. Assurance of Confidentiality**

The data will be kept private to the extent allowable by law. Personal identification information (i.e., respondent names) will not be collected in the survey instrument and the unit of sampling is the organization, not the individual. Although the individual will be asked to report his/her position

and organization name, this information will be used solely by NORC to categorize and summarize types of respondents for comparison purposes during the analysis phase of the project. Specific information linking organization name and the respondent's job title to particular survey responses will not be included in any information viewed by ASPE, or any other HHS officials. Further, the study's briefs and report will not identify any specific organizations. Respondents will be informed in the survey's cover letter that members of the federal government will not view information on job title. All potentially identifying information will be kept in a database secured by NORC staff.

### **11. Questions of a Sensitive Nature**

Neither the survey nor the key informant interviews include any questions of a sensitive or personal nature. Respondents to both the survey and key informant interviews will be asked to provide information on coalitions' characteristics, activities, sustainability and impacts. The questions are not designed to solicit personal information from the respondent other than their role in the organization.

### **12. Estimates of Annualized Hour Burden to Respondents**

In Exhibit 1 and 2, we provide estimates of the collection burden on study participants. Survey participants will participate in data collection one time only, responding via a self-administered mailed questionnaire, completing the questionnaire via an online option or over the telephone with the assistance of a computer-assisted telephone interviewer (CATI). A sub-set of the study participants will participate in a onetime key informant interview, conducted via a telephone. Hour burden estimates have been verified during the pilot/pretesting of the instrument protocol.

**EXHIBIT 1. ESTIMATE OF ANNUALIZED TIME BURDEN TO RESPONDENTS**

| <b>Type of Respondent</b>   | <b># of Respondents</b> | <b>Responses per Respondent</b> | <b>Total Responses</b> | <b>Hours Per Response</b> | <b>Total Burden Hours</b> |
|---|-------------------------|---------------------------------|------------------------|---------------------------|---------------------------|
| <b>Social and Community Service Managers/survey</b>                   | 260                     | 1                               | 260                    | 35/60                     | 152*                      |
| <b>Social and Community Service Managers/key informant interviews</b> | 40                      | 1                               | 40                     | 45/60                     | 30                        |

|              |  |  |  |  |             |
|--------------|--|--|--|--|-------------|
| <b>Total</b> |  |  |  |  | <b>182*</b> |
|--------------|--|--|--|--|-------------|

**EXHIBIT 2. ESTIMATE OF ANNUALIZED COST BURDEN TO RESPONDENTS**

| <i>Type of Respondent</i>   | <i># of Respondents</i> | <i>Total Burden Hours</i> | <i>Average Hourly Wage Rate</i> | <i>Total Cost</i> |
|---|-------------------------|---------------------------|---------------------------------|-------------------|
| <b>Social and Community Service Managers/survey</b>                   | 260                     | 152*                      | \$29.12 <sup>1</sup>            | \$4,426.24        |
| <b>Social and Community Service Managers/key informant interviews</b> | 40                      | 30                        | \$29.12 <sup>1</sup>            | \$873.60          |
| <b>Total</b>  |                         |                           |                                 | <b>\$5,299.84</b> |

<sup>1</sup> Based on hourly wage for Social and Community Service Managers, U.S. Department of Labor, Bureau of Labor Statistics. Extracted March 5, 2010, from www.bls.gov.

\*Number have been rounded

**13. Estimates of Annualized Cost Burden to Respondents**

Data collection for this study will not result in any additional capital, start-up, maintenance, or purchase costs to respondents or record keepers.

**14. Estimates of Annualized Cost to Federal Government**

The total cost of the surveys--including design, fieldwork, and analysis will be \$312,362 over 27 months. The annual cost is \$138,828.

In addition, a portion of the costs are for personnel costs of several Federal employees involved in the oversight and analysis of information collection, amounting to an annualized cost of \$2,180 for Federal labor. The total annualized cost for the assessment is therefore the sum of the annual contracted data collection cost (\$138,828) and the annual Federal labor cost (\$2,180), or a total of \$141,008.

**15. Program Changes or Adjustments**

This is a new collection of data.

**16. Time Schedule, Publication and Analysis Plans**

The data collected in this survey will be analyzed and interpreted to produce preliminary and final briefings as well as a final study report to the Department of Health and Human Services. NORC will deliver the final report to ASPE in hardcopy and a print-ready electronic format. Publication of findings on the internet is at ASPE's discretion.



In order to present a coherent plan, this section presents an overview of the study purpose, discusses the types of results the study will produce, the statistical analyses that will be conducted, and the time schedule for completing the survey, including dissemination of the results. Information will be collected over a three- to four-month period following OMB approval. Exhibit 5 provides a schedule of data collection, analysis, and reporting following OMB approval.

### **Purpose and Main Research Questions**

The coalition leader survey will provide information on CAP/HCAP coalitions' sustainability, impact and outcomes post-funding. The questionnaire is designed to minimize burden by relying, wherever possible, on other sources of data. The key informant interview will provide additional information on the coalitions' experiences with sustainability, as well as their lessons learned and future plans.

### **Data Sources**

This assessment utilizes three types of information to answer the evaluation questions. First, NORC will identify and synthesize literature on community coalitions and their functions, the definition and measurement of coalition sustainability, and the impact and outcomes of community coalitions. Findings from the literature review will serve as a foundation and inform all subsequent research activities. Second, NORC will collect quantitative data through the multi-mode survey of the 260 CAP/HCAP coalitions that will provide a snapshot of indicators regarding the current structure of coalitions and their activities. The survey will focus on CAP/HCAP coalitions' sustainability, impact and outcomes post-funding. Third, NORC will gather additional information from CAP/HCAP coalitions via semi-structured telephone conversations and site visits. Key informant interviews will be conducted with 20 CAP/HCAP coalitions that have been sustained as well as 20 that have not been sustained. The interviews will be informed by and build on the responses to the survey. Site visits will be conducted with seven coalitions that were sustained post-funding, and may include some of the same community coalitions visited during the 2004 national evaluation.

The survey of the 260 CAP/HCAP coalitions consists of one mailed, self-administered questionnaire (SAQ). Each individual will be asked to complete the one-time survey, expected to take approximately 35 minutes. To facilitate return of the surveys and ensure high response rates, respondents will receive a cover letter from an ASPE official (Attachment 1), which will describe the importance of the survey, offer appreciation for the anticipated response, and will provide assurances of respondent and provider institution confidentiality. This packet will also include the questionnaire, as well as information on completing the questionnaire online (in case that mode is most convenient). Non-respondents will receive an email and postcard, one and two weeks post initial mailing, respectively. Additional targeted telephone prompting of non-respondents will be used to increase participation.

The questionnaire consists of six sections, which are outlined below.

*Section 1. Screener and Background Information:* The purpose of this section is to gather basic information about the coalitions and the respondents' role within the coalitions. The section focuses on the current existence of the coalitions, what they are called, and the respondents' roles in and knowledge of the coalitions.

*Section II. Characteristics of Your Coalition:* This section focuses on the characteristics of the coalitions that currently exist. Information gathered in this section includes demographics of the communities served by the coalitions, as well as the coalitions' membership, mission, goals, structure, and funding.

*Section III. Coalition Activities:* This section collects information on the activities of coalitions currently in existence.

*Section IV. Planning for Sustainability:* In this section, coalitions that currently exist provide information on the plans, strategies, and actions undertaken by the coalitions to ensure the long-term viability of the coalitions and activities.

*Section V. Coalition Impacts:* The purpose of this section is to gather information on the types of impacts the coalitions have on the communities they serve.

*Section VI. Coalitions that Disbanded:* This section will be completed by respondents who indicate that their coalition no longer exists. Information gathered in this section will parallel the sections described above, as well information on when and why the coalitions disbanded.

The questionnaire is included as Attachment 2.

The key informant interviews will be conducted with a sub-set of 40 CAP/HCAP coalitions, who will be selected based on their sustainability status as determined through the survey responses. Twenty sustained coalitions and 20 not sustained coalitions will be included in the interviews. The interviews will use a structured protocol tailored to each coalitions' responses to the survey.

The interview protocol will consist of four parts, outlined below:

*Part A. Background:* Basic information on the respondent's role will be gathered in this part.

*Part B. Mission, Goals, and Activities of Coalitions:* This portion of the interview will review the coalition's mission, goals, and activities, as described by the survey responses, for verification and additional explanation by the respondent.

*Part C. Coalition Experiences with Sustainability:* The purpose of this part of the interview will be to gather information on how the coalition defines sustainability, the factors contributing to sustainability, and the coalition's general experience with sustainability.

*Part D. Outcomes, Lessons Learned, and Future Plans:* The final part of the interview will gather information on the outcomes achieved by the coalition and advice that may be beneficial to other coalitions or coalition development/sustainability.

The basic protocol is included as Attachment 4. While the main structure and purpose of the protocol will be used for all key informant interviews, the specific questions may change slightly to reflect the unique experience of a given coalitions based on their responses to the survey.

### **Tabulations and Statistical Analysis**

This section details the tabulations and statistical analyses that will be conducted for this study. This study will use both univariate and, where possible, multivariate techniques to analyze the data. Analysis will focus on identifying results of the established key research questions:

1. What are the current characteristics of community coalitions that were funded by HHS under CAP/HCAP, and how many coalitions still exist;
2. The extent to which coalitions are self-sustaining after federal funding has ended, and the barriers to and facilitators of their sustainability; and
3. The impacts that CAP/ HCAP coalitions have had post-federal funding, the types of outcomes achieved; and
4. The extent to which the coalitions have evolved to address the needs in the community.

Preliminary analyses will include the calculation of descriptive statistics, such as frequencies, central tendencies, and distributions for all survey questions. In cases where multiple items are used to assess a concept, the factor structure of the data will be analyzed. Confirmatory factor analysis will be used to provide evidence that the multiple items load together and are related to the latent concept. When the confirmatory factor analysis supports the latent concept, principal components analysis will be used to extract an empirical indicator, using the Bartlett method. These indicators can then be utilized as predictor variables in subsequent analyses (e.g., the influence of coalition leadership strength on sustainability). This procedure will be used even for the validated scales included in the questionnaire from past research as question ordering effects and the application of the scale to a slightly different population can jeopardize the statistical integrity of the scale.

Next, the data will be analyzed to determine the number of CAP/HCAP coalitions that have been sustained (i.e., continued operating as an alliance of three or more organizations with the same stated goals of the CAP/HCAP grant), partially sustained (i.e., reduced scope/number of goals), expanded (i.e., increased scope/number of goals), or not sustained (i.e., the coalition no longer has an alliance of three or more organizations working on any of the goals from the CAP/HCAP grant). With the sustainability status determined for each coalition, two outcome variables will be derived. The first is a dichotomous variable to indicate sustained or not and the second a nominal variable with the following categories; sustained and expanded, sustained, partially sustained, partially sustained and expanded, and not sustained.

The sustainability outcome variables will then be utilized to address our key research questions. Direct comparisons between sustained and not sustained coalition will be made according to consortia characteristics, levels of sustainability planning, coalition activities and impacts. Standard difference of means and difference of proportions tests will be used for making statistical comparisons. To assess specific hypotheses developed from a review of the literature, including the relative influence of and interactions between predictor variables, logistic and multinomial logit regression models will be employed. Use of multivariate models will allow the explanatory power and fit of theories from literature to be assessed for the CAP/HCAP population.

Analysis will also be conducted to assess impact of the coalition post funding, categorized by individual, systems or policy related impacts. The relationship between consortia characteristics and experiences and type of impact will be examined using univariate and multivariate statistics where appropriate.

Although the large majority of questionnaire items are close-ended, content analysis on data obtained from any open-ended responses will be performed. Verbatim responses will be coded and enumerated as appropriate. Close-ended responses will also be examined for statements that further illustrate findings in the data.

**Time Schedule and Publication Plan**

**EXHIBIT 5. TIMETABLE FOR DATA COLLECTION, ANALYSIS, AND PUBLICATION FOR SURVEY**

| <b>Activity</b>                  | <b>Expected Date of Completion</b>     |
|----------------------------------|--|
| Conduct Pilot Test               | During OMB review                      |
| Mail Survey                      | 1-4 months following OMB approval      |
| Preliminary Data Preparation     | 4-5 months following OMB approval      |
| Analyze Findings                 | 5-7 months following OMB approval      |
| Conduct Key Informant Interviews | 7-8 months following OMB approval      |
| Conduct Site Visits              | 8-11 months following OMB approval     |
| Develop Final Report             | 12 months weeks following OMB approval |

**17. Exemption for Display of Expiration Date**

ASPE does not seek this exemption.

**18. Exceptions to the Certification Statement**

There are no exceptions to the certification statement.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

This survey and key informant interviews are being administered to collect information about the operations and sustainability of CAP/HCAP grantees from the coalition leader to be analyzed at the coalition level. The results will be generalizable to the universe of consortia participating in CAP/HCAP initiative to improve the delivery of healthcare to the populations they serve. The survey will be administered first and will inform the selection and final discussion protocol for the key informant interviews.

**1. Respondent Universe and Selection Methods**

In order to broadly represent the grantees, our sampling approach will be based on surveying all CAP/HCAP consortia. This gives us approximately 260 consortia that were funded between 2000 and 2005.

To gather additional information 40 coalitions will be selected for key informant interviews. A theoretical framework will be used to select coalitions based on their

type of sustainability, as identified through the survey responses. Exhibit 6 demonstrates the types of sustainability that will be considered in selecting coalitions for key informant interviews. The intent is to interview coalitions experiencing a range of coalition and activity sustainability.

**EXHIBIT 6. SUSTAINABILITY CATEGORIES FOR SELECTING KEY INFORMANT INTERVIEW RESPONDENTS**

|                        | Sustained (n=20)   | Not Sustained (n=20)   |
|------------------------|--|--|
| Coalition              | Expanded; Partially sustained and expanded; Partially sustained and not expanded | Dissolved due to a lack of resources; Actively disbanded; Addressing different goals |
| Coalition’s Activities | All activities sustained; Some activities sustained; No activities sustained     | All activities sustained; Some activities sustained; No activities sustained         |

**2. Information Collection Procedures**

The unit of analysis for the survey and the key informant interviews will be the coalition, so that no coalition will be asked to complete more than one survey or conduct more than one key informant interview. Fielding of the survey will entail mailing a cover letter along with the questionnaire to the lead executive at each coalition. A self-addressed stamped envelope will be included with each survey so respondents can return the survey directly to the researchers.

We expect that approximately 25 percent of questionnaires will be completed and returned without additional prompting. Non-respondents will be followed-up with via an email and postcard, one and two weeks post initial mailing, respectively. Additional targeted telephone prompting of non-respondents will be used to increase participation. Telephone interviewers will offer respondents four options for completing the questionnaire:

1. Completing the interview over the phone at the time of the call
2. Scheduling an appointment to complete the interview by phone
3. Sending another hardcopy version of the questionnaire
4. Providing URL and password information to complete the survey online

Project investigators will use an electronic receipt control system using case ID numbers to track the initial questionnaire mailing, address updates, re-mailing of questionnaires, telephone prompting, complete and incomplete questionnaire returns, and telephone and web-based completions. Reports from this system will identify the sample elements which require prompting for completion of the survey.

All data from the completed paper questionnaires will be keyed (data entered) directly into the web-based system to create the analytic data file. Ten percent of

the questionnaires will be randomly selected for keying a second time (double entry). The accuracy of the data entry process will be verified by comparing the data from the first entry with the data from the second entry. The double keying verification process will allow researchers to report the accuracy rate as a component of the survey results. The questionnaires will be processed in two batches. Data entry of the second and final batch will be completed within two weeks of the close of data collection.

Coalitions selected for a key informant interview will be contacted through an advance letter (Attachment 3). This letter will thank respondents for their survey responses and request their participation in the interview. The letter will provide an overview of the types of topics to be addressed and will inform respondents that we will be following up with them in a week to schedule the interview at their convenience. Interviews will be recorded and conducted by one team member, with a second member taking notes. At the start of each interview respondents will be provided with information on the purpose of the interview and the confidentiality terms, so they may give verbal informed consent for participation (Attachment 5).

### **3. Methods to Maximize Response**

The investigators will use a number of proven methods to maximize participation in the study. The first step in achieving high response rates and quality data for organizational surveys is identifying the most knowledgeable respondent at each organization to complete the survey. Using the most recent contact information available for the coalitions, contact information will be verified. The next step in the recruitment process is contacting the most knowledgeable respondent and introducing the study and data collection requirements. A cover letter will be mailed, via FedEx, to all 260 coalition lead agency executive directors along with the paper survey and a self-addressed stamped business reply envelope. The cover letter will be personalized and will introduce the project, describe NORC's current and past history with the CAP/HCAP grantees, and request the respondent's participation. The cover letter will state explicitly that survey responses are anonymous and that data will be aggregated when it is shared in reports of results. The letter will also include a URL address for the web-based version of the questionnaire to be used in the event that the respondent prefers to complete the survey online.

The third step in the recruitment process is intensive respondent follow-up. One week after the initial mailing, NORC will send an email reminder to respondents who have not yet completed the survey. The email reminder will include the URL link to the web-based version of the survey, will remind respondents of the mailed questionnaire, and will include a toll-free phone number that respondents can call into to either request a new copy of the mail-based survey or to complete the survey with a trained NORC telephone interviewer over the phone. Two weeks following the initial mailing, NORC will send a postcard reminder to non-respondents with the URL and toll-free number. Four weeks after the initial mailing, NORC will begin telephoning all respondents who still have not completed the questionnaire. NORC will complete up to eight attempts at contacting the respondent. These attempts will occur according to a cycle that varies the day and time of each call attempt. When contacted, the NORC telephone interviewer will offer to re-mail the questionnaire and confirm a street address, offer to email the URL for the web-based questionnaire, or offer to complete the survey over the phone entering the

reported data directly into the web-based questionnaire. Regardless of the respondent's method of completion, data will be collected with the same methodological rigor and all data will be analyzed for completion mode effects.

NORC will use all available information about respondent interactions to inform our respondent follow-up strategy. If eight attempts are made to encourage survey completion without success, the survey team will examine the contact data. If interviewer notes suggests the respondent is inclined to participate (e.g., initial positive response, gatekeeper suggests respondent is busy but will complete survey, etc.), the case will remain active until a satisfactory resolution is reached (either a new maximum attempts is reached, or the respondent completes the survey).

#### **4. Tests of Procedures and Methods Undertaken**

A staff person in the Office of the Assistant Secretary for Planning and Evaluation (OASPE, OS, DHHS) reviewed the questionnaires and their comments were incorporated into the final versions. The final instruments also incorporate the suggestions of a small group of individuals who are knowledgeable about the CAP/HCAP program and coalitions who were asked to review the survey and provide their suggestions for improvement.

#### **5. Names of Statistical Experts Consulted**

The following individuals contributed to the sampling strategy and questionnaire design.

Caitlin Oppenheimer, MPH  
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US Department of Health and Human Services  
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# **ATTACHMENT 1**

## **Public Health Service Law Section 301**

## **ATTACHMENT 2**

**COVER LETTER  
TO ACCOMPANY QUESTIONNAIRE**

**ATTACHMENT 3**

**QUESTIONNAIRE  
SURVEY OF COALITION LEADERS**

## **ATTACHMENT 4**

### **Key informant Interview Advance Letter**

## **ATTACHMENT 5**

### **Key Informant Interview Protocol**

## **ATTACHMENT 6**

### **Verbal Informed COnsent**

**ATTACHMENT 7**

**60-DAY NOTICE PUBLISHED**

## **ATTACHMENT 8**

**The Community Access Program (CAP)/ Healthy Communities Access Program (HCAP)**



## **ATTACHMENT 9**

### **HCAP AUTHORIZING LEGISLATION**