

Supporting Statement: Part B

**Using Traditional Foods and Sustainable Ecological Approaches for
Health Promotion and Diabetes Prevention in
American Indian/Alaska Native Communities**

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Part B - Collection of Information Employing Statistical Methods

B.1 Respondent Universe and Sampling Methods

Respondents are the 17 Tribes and Tribal organizations funded under the Traditional Foods (TF) cooperative agreement (see **Attachment 3**). The purpose of the information collection is to develop a complete inventory of activities and products supported through this funding mechanism. Sampling methods are not applicable. A complete inventory of activities and outcomes would not be produced by collecting information from a subset of awardees.

B.2 Procedures for the Collection of Information

Each awardee allocates 10% of its TF budget to support a program evaluator, who is responsible for implementing a local program evaluation plan and for collecting data to describe awardee activities. Two times per year, each awardee will submit a Shared Data Elements (SDE) report to CDC (**Attachment 4a**). Awardees will receive advance notification of the requirement by letter (**Attachment 4b**). Information will be collected electronically using Survey Monkey, a well-known, on-line survey tool. The NDWP will assign a Survey Monkey username and password to each awardee, which will be provided by email (**Attachment 4c**). The SDE report utilizes a simple user interface that employs skip-logic patterns and routes respondents efficiently to the appropriate questions. NDWP staff at CDC will download the SDE data from Survey Monkey to an Excel spreadsheet for aggregation and analysis.

B.3 Methods to Maximize Response Rates and Deal with Non response

Participation in the program monitoring and evaluation activity is a condition of cooperative agreement funding, therefore, CDC expects 100% participation. CDC will provide training and technical support, as needed, to awardees that need support in order to fulfill their program evaluation objectives and submit SDE reports to CDC.

B.4 Tests of Procedures or Methods to be Undertaken

CDC plans to obtain feedback from awardees prior to implementing full-scale information collection. First, a draft copy of the SDE form will be circulated to awardees for comment (see **Attachment 4b**). Second, the data collection instrument and procedures will be pre-tested with 9 or fewer respondents during the Fall/Winter of 2010. If needed, data elements or procedures will be modified to improve clarity or ease of use.

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

The CDC staff involved in the information collection include:

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