

**Implementation, Systems and Outcome Evaluation of the  
Tribal and Low-Income Health Profession Opportunity  
Grants (HPOG)**

**OMB Clearance Request**

**Supporting Statement Part B**

**June 8, 2011**

## **Part B: Statistical Methods (Used for Collection of Information Employing Statistical Methods)**

This section provides supporting statements for each of the five points outlined in Part B of the OMB guidelines, in order to collect information through establishing a Performance Reporting System for the *Health Profession Opportunity Grant (HPOG) Implementation, Systems, and Outcome Evaluation*. As noted in Part A, this submission seeks clearance for the Performance Reporting System, but the data collected in the system will also be used in other ongoing and future evaluation activities, including the National Evaluation currently being designed, the HPOG Tribal Evaluation, university-based research activities, and additional impact studies.

### **B1. Respondent Universe and Sampling Methods**

The HPOG Performance Reporting System will include the participant population of the 32 organizations receiving Health Profession Opportunity Grants. As discussed, the system will provide data at the grantee, program and individual levels. Thus, data will be collected from the 32 grantees on their program design and implementation and on the estimated 30,000 participants they will serve. No sampling techniques will be employed for the HPOG Performance Reporting System.

### **B2. Procedures for Collection of Information**

Respondents (grantees) must update data at least semi-annually, but may enter data at any time either manually or by uploading data from existing data systems into an Internet-based management information system constructed for the purpose of collecting data for the HPOG program. The Internet-based management information system will be housed at and managed by The Urban Institute.

### **B3. Methods to Maximize Response Rates and Deal with Nonresponse**

We expect to obtain a 100 percent response rate from the HPOG grantees, all of which have committed to provide the required performance data and reports to ACF as part of the cooperative agreements made in accepting their grants. However, it is expected that some grantees may have more technical challenges than others in using the HPOG Performance Reporting System, depending on the staff that will be entering data or the programmers developing the streaming feeds into the HPOG Performance Reporting System. Thus, training and technical assistance on the HPOG Performance Management System will be provided to grantees by Abt Associates and the Urban Institute to assist grantees in complying with the data requirements.

We anticipate that offering training and ongoing technical assistance on the HPOG Performance Reporting System to the grantees will also improve the reliability of the data. In addition to clearly labeling the data fields and providing definitions and instructions within the system, a separate HPOG Performance Reporting System *Guidance Manual* for grantees will be developed to provide a detailed explanation of each data element, definitions, and how to enter the data. This document will be available to grantees electronically so users can readily access it whenever needed. Several webinars on the HPOG

system will also be conducted. One webinar will be scheduled to demonstrate the system. A second webinar will provide training on the system to staff users. Periodic (e.g., annual) “refresher” webinars will also be offered to system users (e.g., to train new staff).

Additionally, contractor staff will be available to provide technical assistance to grantees via a free telephone number. These staff will be able to answer data collection and data entry related questions, and can refer the caller to other staff as needed for assistance of a more technical nature, such as data entry issues. Further, a dedicated email address will be provided for grantee to use to send questions that do not require telephone interaction. HPOG contract research project staff will respond to questions related to data collection. IT staff will respond to questions of a technical nature; however, it is the responsibility of the grantee to do any programming needed to link its data systems to the HPOG Performance Reporting System based on guidelines provided by the HPOG project IT team.

#### **B4. Tests of Procedures or Methods to Be Undertaken**

The HPOG Performance Reporting System is being developed by the contractors for the *Implementation, Systems and Outcome Evaluation of the Health Professions Opportunity Grants to Serve TANF Recipients and Other Low-Income Individuals* (Abt Associates and The Urban Institute) in consultation with ACF and the HPOG Tribal evaluation contractor (NORC at the University of Chicago). Federal staff and evaluation team members had informal discussions with grantees at ACF’s initial grantee orientation conference on possible data system designs and data elements. A test website is being established to pre-test and pilot the HPOG Performance Reporting System. The first stage of testing will be internal, done at the contractor’s secure facility, entering fictional data. In the second stage testing, the test version online will be used to train grantee staff on data entry procedures, allowing the contractor to identify any outstanding aspects that must be addressed before the system is fully operational. The test version will remain “live” for a minimum of six months after the system begins full operation (September 30, 2011) to allow continuous testing and necessary modifications.

#### **B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

The information for this study is being collected by Abt Associates, a research consulting firm, and its subcontractor The Urban Institute, on behalf of ACF. With ACF oversight, Abt Associates and The Urban Institute are responsible for developing the HPOG Performance Reporting System and providing the TANF and low-income grantees with support for using the system to produce the required semi-annual reports. NORC will use data from the system in its descriptive analysis of the Tribal grants and their accomplishments, and will provide the Tribal grantees with support for using the system to produce the required semi-annual reports.

Statistical analyses of the data for annual program performance reports will be limited to descriptive tabulations included in the contractor’s annual reports to ACF (see A.16). Other as yet unspecified statistical analyses may be planned for the National Evaluation currently being designed and other future research efforts.

The contractor for the Performance Reporting System will establish and report performance measures based on the data in the system. Key input to the statistical aspects of the design of the data system was received from the following individuals:

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***Other HPOG Coordination Partners***

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