

## Supporting Statement for Paperwork Reduction Act Submissions

**Title: PCII Stakeholder Survey**

**OMB Control Number: 1670-NEW**

### **B. Collections of Information Employing Statistical Methods.**

1. Describe (including numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection has been conducted previously, include the actual response rate achieved during the last collection.

The universe of respondents is all PCII Officers. The population for this survey is PCII Officers that are current on their PCII training and certification. The number of PCII Officers is approximately 100 so no sample will be taken; the survey will be sent to all members of the population (census).

High response rates are expected from this group because of the saliency of the topic and their ongoing involvement in the PCII Program. High response rates will ensure greater validity of the results and applicability to the PCII program.

The PCII Program will call for data collection on an annual basis to obtain timely feedback, address concerns promptly, and encourage continuous improvement efforts.

2. Describe the procedures for the collection of information including:

- Statistical methodology for stratification and sample selection,

The PCII Stakeholder Surveys is a census of all PCII Officers current on their training and certification and does not use sampling or stratification.

- Estimation procedure,

No estimation procedure will be used; survey is a census of PCII Officers.

- Degree of accuracy needed for the purpose described in the justification,

No specific degree of accuracy is needed, however high response rates will ensure greater validity of the results and applicability to the PCII Program.

- Unusual problems requiring specialized sampling procedures, and

This survey requires no specialized sampling procedures

- Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

The survey will be administered on an annual basis.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.

The PCII Stakeholder Survey will be automated using a Web-based survey tool. The mailing list for the sample will be loaded into the tool for invitation sending and tracking purposes. The methodology for contacting participants is based on Dr. Dillman’s Tailored Design Method for Web-based surveys. An alert message will be sent by e-mail approximately three days prior to sending the link. Four additional communication messages will be sent by e-mail to the group, the first message will include background information and the link to the survey on the Web. Reminder messages, three are planned, will be sent approximately seven to ten days apart. PCII Officers are accustomed to receiving e-mails from the PCII program and must have access to the Web in order to participate in training and access PCII Program materials.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

A pretest of the instrument will occur with 5-7 PCII Officers.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

The information collection will be done by the government:

The representative of the government who consulted on statistical aspects of design and will be responsible for analyzing the collected information is:

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