

CDC Guidelines for the Field Triage of Injured Patients: National Evaluation

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Program Official/Project Officer

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Section B – Data Collection Procedures

1. Universe and Respondent Selection

The universe of potential respondents is state EMS Administrators/Directors or their designee (n=50). No sampling will be required because the entire population universe will be queried. The total population is 50 because there are a total of 50 states and each state EMS department has one EMS Administrator/Director. If we are unable to receive participation from a state EMS Administrator/Director, we will ask to have them appoint a designee to participate on their behalf. We believe that the designee of their choosing will also have the knowledge necessary to answer the questions in which we are proposing.

Table B-1: Potential Respondent Universe

Entity	Potential Respondent	N
State EMS Office	EMS Director/Administrator	50
Total Universe of Potential Respondents		50

2. Procedures for Collecting of Information

Information will be collected via structured telephone interviews. Potential participants will be recruited through an email (**see Attachment D**) notifying them of their selection to participate in the survey. The EMS Administrators/Directors will be given the opportunity to participate or appoint a designee to take the survey in their place. Reminder emails (**see Attachment E**) will be sent if they have not responded within two weeks. Only one will be sent

The telephone interviews will be conducted by the three project staff from the Division of Injury Response Research Team. This method was chosen over a web-based survey to gain a better understanding of any potential successes and barriers to *Guideline* adoption. A telephone interview will allow for the interviewer to get a better sense of how the *Guideline* is being received within each state. Additionally, this method will allow for the EMS professional being interviewed to express the potential barriers and successes to *Guideline* adoption within their state. This information will help CDC define its role in assisting states with *Guideline* adoption. The survey was designed to collect the minimum information necessary for the purposes of this project--limited to 15 survey questions and a copy of existing state protocol.

The potential participants will be given 2 weeks to accept or decline participation in the survey. If accepted, a following email will be sent immediately to schedule a time for the phone interview. If participation is declined, the EMS Administrator/Director will be asked to provide an additional participant as their designee to take part in the survey. The designee will be given the same 2 week period to accept or decline participation.

The data will be collected and maintained by the Division of Injury Response Research Team. Survey data collected by the lead staff will be transferred to an Excel spreadsheet for conducting basic descriptive analyses.

Estimation procedures

No statistical methodology will be used. The entire population universe will be sampled. There will also be no personally identifiable information collected except for the users e-mail address. See “SUPPORTING STATEMENT Part A” Q#2 for more information and details on how we plan to use and protect this information.

Degree of accuracy needed for the purpose described in the justification

Obtaining the information from the entire population universe will allow the CDC to understand the full impact of the 2006 *Guideline* on all state EMS field triage protocols.

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

This data collection is intended to occur only once.

3. Methods to Maximize Response Rates

If state EMS leadership cannot be contacted to participate in a state within the first 3 attempts, their state will be classified as having no information available. In order to maximize response rate, participants will receive descriptive information as to why the study is being conducted and that the information gathered is to simply identify state adoption status of 2006 *Guidelines*.

4. Test of Procedures

The telephone interview was pilot testing by 3 CDC public health professionals. Feedback from this group was used to refine questions as needed, ensure accuracy, and establish the estimated time required to complete the survey. The average length of time required to complete the telephone interview ranged from the shortest interview taking approximately 5 minutes and the longest interview taking approximately 15 minutes. We also calculated that the time for the interviewee to email their current state field triage protocol will be 5 minutes. The estimated total burden is 20 minutes.

5. Contact for Statistical Aspects and Data Collection

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