

# **Public Health Practice Stories from the Field (PHPSFF)**

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

Note: Statistical methods will not be used to select respondents. Section B describes data collection procedures.

### 1. Universe and Respondent Selection

The respondent universe consists of state, tribal, local and territorial (STLT) health agency program staff. Only managers and programmatic staff (i.e., non-administrative/ clerical staff) are included in the potential respondent universe. We do not know in advance, which STLT health agencies and which staff we will solicit stories from.

OSTLTS maintains ongoing communication with STLT health agencies. *ANNUALLY*, up to 276 potential respondents will be selected based on various factors including current public health priorities of interest, implementation of evidence-based or innovative public health practices, and achievement and documentation of improved public health outcomes. Since the purpose of the data collection is for communication not research or evaluation, we will not conduct sampling. A total of 552 managers and programmatic staff (i.e., non-administrative/ clerical staff) will be selected for this information collection through March 31, 2014 (expiration date for this Generic ICR).

**Table B-1:** Potential Respondent Universe (ANNUAL)

Entity	Potential Respondent	N
STLT health agencies	managers and programmatic staff (i.e., non-administrative/ clerical staff)	276
<b>Total Universe of Potential Respondents</b>		<b>276</b>

### 2. Procedures for Collecting Information

The information will be collected through a story collection template in electronic format. OSTLTS will contact potential respondents and request voluntary completion of the template (see **Attachment E – Notification Email and Attachment F – Reminders- Email and Telephone**). Stories will also be collected routinely by staff in the OSTLTS Communication Team as part of the Vital Signs Town Hall Teleconference. Potential respondents will be selected as outlined in Section 1 above. CDC partners may also use the story collection template on behalf of OSTLTS. Public Health Practice Stories from the Field (PHPSFF) will be posted to the OSTLTS website and select stories will be further disseminated via email through “Have You Heard? Facts from the Field,” which is a regular email update sent to STLT health agencies.

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

Potential respondents will be reminded by email and phone call to submit their stories. Public Health Practice Stories from the Field (PHPSFF) will be posted to the OSTLTS website and select stories will be further disseminated via email through “Have You Heard? Facts from the Field,” which is a regular email update sent to STLT health agencies. This provides an opportunity for STLT health agencies to showcase their public health efforts. It is expected that STLT agencies will view this opportunity as a positive benefit and increase the likelihood of their participation. We expect between 90% – 100% participation.

### **4. Test of Procedures**

The story collection template was tested with three public health program staff who were scheduled as presenters on the Vital Signs Town Hall Teleconference. The presenters were selected by CDC program staff based on the scheduled topic of the teleconference. The template was sent to the presenters electronically prior to their presentations. The presenters completed the template based on the content of their presentations. The average time to complete the template including time for reviewing instructions, gathering needed information, completing the template, and follow up communication with CDC staff for quality control and approval was approximately 4 hours. Based on these results, the estimated time range for respondents to complete the template is 3 to 7 hours. We are estimating a broad range for the burden hours to account for the varied circumstances that may apply to individual collections. For the purposes of estimating burden hours, the upper limit of this range (i.e., 7 hours) is used.

Approval of the final story content was sought and obtained from each health department. An OSTLTS Health Communication Specialist edited the story and produced the final PHPSFF.

### **5. Contact for Statistical Aspects and Data Collection**

There are no statistical aspects related to this data collection. The contacts for data collection are Garry Lowry and Angela Jiles.

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## **LIST OF ATTACHMENTS – Section B**

Note: Attachments are included as separate files as instructed.

- E. Notification Email (Sample)**
- F. Reminders – Email and Telephone (Samples)**