

Assessment of Performance Management and Improvement Practices in States, Tribes, Locals and Territories

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Program Official/Project Officer

Anita McLees
Health Scientist
Applied Systems Research and Evaluation Branch
Division of Public Health Performance Improvement
Office of State, Tribal, Local and Territorial Support
Centers for Disease Control
1825 Century Center MS E-70
Tel: 404-498-0316
Email: zdu5@cdc.gov

Section B – Data Collection Procedures

1. Respondent Universe and Sampling Methods

The respondent universe consists of all seventy-four states, tribes, locals and territories (STLTs) awarded funding in Year Two of the NPHII and, for the second year of data collection, all seventy-three states, tribes, locals and territories (STLTs) awarded funding in Year Three of the NPHII. The universe for Year Two includes forty-nine state health departments representing forty-eight states and the District of Columbia, nine local health departments, eight organizations representing the U.S. Territories and Pacific Islands, and eight organizations representing American Indian/Alaska Native Tribes/Organizations. The universe for Year Three includes forty-nine state health departments representing forty-eight states and the District of Columbia, nine local health departments, eight organizations representing the U.S. Territories and Pacific Islands, and seven organizations representing American Indian/Alaska Native Tribes/Organizations. South East Alaska Regional Health Consortium decided not to apply for FY 2012 NPHII funding, and will not be included in the respondent population for the Year 3 data collection (**Attachment B – Map and Listing of FY 2011 NPHII Awardees**). Due to the desire to understand progress made across the entire initiative, recognizing that there is significant variability in the size and organization of funded public health agencies, all awardees will be asked to complete the assessment.

Table B-1: Potential Respondent Universe

Entity	Potential Respondent	N
Year 2 NPHII Assessment STLTs awarded funds from CDC's National Public Health Improvement Initiative	Performance Improvement Managers or Principal Investigators in STLT organizations	74
Year 3 NPHII Assessment STLTs awarded funds from CDC's National Public Health Improvement Initiative	Performance Improvement Managers or Principal Investigators in STLT organizations	73
Total Universe of Potential Respondents		147

2. Procedures for Collection of Information

The NPHII Year Two & Year Three Assessments will be conducted using an online survey tool. STLTs will be instructed to have their Performance Improvement Manager respond to the assessment if that individual has been hired. If a PIM had not been hired or appointed at the time of data collection, the STLT principal investigator will complete the assessment.

The data collection tool, which was developed by CDC and the NNPHI Evaluation Team, contains questions addressing four topics: the PIMs' experience and qualifications; accreditation readiness; STLTs' experience in performance management and quality

improvement; and the degree to which the environment of the responding STLT supports quality improvement and performance management.

An introductory email notification (**Attachment J - Advance Notification of NPHII Assessment**) will be sent to all potential respondents informing them of the planned data collection and announcing the dates the data collection will be administered. This email will also include a PDF of the data collection tool and instructions for how to consult with colleagues to ensure the PIM/principal investigator is able to provide complete and accurate responses. A personalized email notification, which will include a link to the online assessment tool, will be sent to all potential respondents (**Attachment K - Email with NPHII Assessment Instructions and Link**). The data collection tool will be open for 31 business days to allow ample time for respondents to complete the tool. A reminder email (**Attachment L - Reminder Emails for NPHII Assessment**) will be sent out on Day 15, and if necessary CDC NPHII project officers will follow-up by phone (**Attachment M - Phone Reminder for NPHII Assessment**) with non-respondents on Day 21 until the survey closes.

The data collection tool will be administered following the second (September 30, 2011 – September 29, 2012) and third years of NPHII funding (September 30, 2012-September 29, 2013). Data will be collected and stored in survey software maintained by NORC and protected under their data privacy policies (**Attachment N - NORC's Data Privacy Policy**). NORC will conduct preliminary analysis of the data using SAS statistical software, and will then transfer all data files and analysis tables to OSTLTS. Opportunities for further data analysis identified by the evaluation team at OSTLTS will be completed using statistical packages such as Excel and STATA. Data will be stored at CDC on a secured shared drive with access limited to NPHII evaluation staff and select NPHII leadership staff at CDC.

3. Methods to Maximize Response Rates & Deal with Nonresponse

Advance email notification, reminder emails and if necessary, telephone calls will be used to maximize the response rate (**Attachments J, L & M**). The advance notification email will be sent by OSTLTS, and the reminder emails will be sent by NORC. The purpose of this survey is to capture the PIMs perspectives on progress made on NPHII priorities; higher response rates will yield more reliable information, however, no scientific inferences will be made.

4. Test of Procedures or Methods to be Undertaken

To ensure that items and responses are understandable by respondents, three public health professionals were asked to review the data collection tool and provide specific feedback on how to improve item and response wording. The length of the survey was also significantly reduced based on pilot testing results and expert review. The estimate for burden hours is based on a second pilot test of the data collection tool by three public health professionals. In the second pilot test, the average time to complete the data collection tool including time for reviewing instructions, gathering needed information and completing the data collection tool, was approximately 22 minutes. Based on these results, the estimated time range for actual respondents to complete the data collection tool is 20-25 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 25 minutes) is used.

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

Anita McLees
Health Scientist
Applied Systems Research and Evaluation Branch
Division of Public Health Performance Improvement
Office of State, Tribal, Local and Territorial Support
Centers for Disease Control
1825 Century Center MS E-70
Tel: 404-498-0316
Email: zdu5@cdc.gov

Nikki Lawhorn
Research Manager
National Network of Public Health Institutes
1515 Poydras St, Suite 1490
New Orleans, LA
Tel: 251-928-8534
Email: nlawhorn@nnphi.org

Arika Garg
Research Manager
NORC at the University of Chicago
Chicago, IL
Tel: 301-634-9479
Email: garg-arika@norc.org

LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

J. Advance Notification of NPHII Assessment

K. Email with NPHII Assessment Instructions and Link

L. Reminder Emails for NPHII Assessment

M. Phone Reminder for NPHII Assessment

N. NORC's Data Privacy Policy