

# **Assessment of Characteristics of State Crash Outcomes Data Evaluation Systems**

OSTLTS Generic Information Collection Request  
OMB No. 0920-0879

## **Supporting Statement – Section B**

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## Section B – Data Collection Procedures

### 1. Respondent Universe and Sampling Methods

The respondent population consists of the state public health department director of the injury section or its proxy in up to 35 states believed to conduct linkage of police crash report data to medical data. Fifteen of these states are current or recent participants in the Crash Outcomes Data Evaluation System (CODES) program; the remaining potential states either previously participated in CODES and are believed to have continued linkage outside of CODES or are believed to be conducting linkage outside of the CODES program. Eligible representatives include the person who has the principal responsibility for either the CODES or the data linkage in the state. All 35 potential respondents in the potential respondent universe will be surveyed. Due to the significant contextual differences between states and the limited size of the potential respondent universe, it is preferable to survey the entire universe. This is the first time this data collection has been performed, so there are no data on response rates from previous data collections. We anticipate a response rate of 85% or higher in this data collection.

**Table B-1:** Potential Respondent Universe

<b>Entity</b>	<b>Potential Respondent</b>	<b>N</b>
State health department or proxy	State Public Health Department Director of the Injury Section	35
<b>Total Universe of Potential Respondents</b>		<b>35</b>

### 2. Procedures for the Collection of Information

Data will be collected through a one-time web-based survey administered to the entire potential respondent universe. Eligible respondents include the National Highway Traffic Safety Administration CODES grantee for CODES projects or the designated Injury Prevention Partner for non-CODES linkage project in either a state health department or a state department or university serving as a proxy for the state health department (N=35). Only one survey response per state will be allowed. An advance email notification for CODES participants (**Attachment L**) and for non-CODES participants (**Attachment M**) will be sent to the designated contact informing them of the planned survey and announcing the dates the survey will be administered. A second email will be sent including a link to the online survey along with additional information and survey instructions (**Attachment N**). The survey will remain open for 2 weeks to allow ample time for respondents to complete the survey. Reminders will be emailed on day 5 and day 10 of the survey. Reminders will only be used for non-respondents (**Attachment O**).

The survey will be administered one time as appraisal collection of knowledge on CODES/linkage programs. Data will be collected and stored in Survey Monkey in an Excel database and will be maintained by the National Study Center as respondents submit their completed surveys. Data will be analyzed in Excel and SAS for conducting basic descriptive analyses and producing data charts and tables for reporting.

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

Advance notification (**Attachment L**) and reminder emails (**Attachment N**) will be utilized to maximize response rates. The notification and emails will be sent by the National Study Center to the potential respondents.

The purpose of this survey is to obtain feedback on the attributes of state CODES/linkage programs. Recommendations for program attributes and program sustainability will also be obtained. Higher response rates will yield more reliable information; however, no scientific inferences will be made.

### **4. Test of Procedures or Methods to be Undertaken**

The web-based version of the questionnaire was pilot tested by having five people from a mixture of federal government employees, CODES program state-level team members, and the National Study Center members take the questionnaire and provide the time required for them to take it. The minimum time to complete the survey was 12 minutes, the maximum time was 26 minutes and the average time was 16 minutes. For purposes of calculating the burden we chose to use 30 minutes as there is time involved in reading the emails sent about the survey and switching between tasks in addition to the time involved in completing the questionnaire. Feedback from this group was used to refine questions as needed, ensure accurate programming and skip patterns and establish the estimated time required to complete the survey.

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

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

**Attachment L. Advance email notice of data collection for CODES participant**

**Attachment M. Advance email notice of data collection for non-CODES participant**

**Attachment N. Email containing questionnaire link**

**Attachment O. Reminder email to complete questionnaire**