

# **Assessing Analytic Tools and Practices of State, Tribal, Local, and Territorial Health Department Data Analysts**

OSTLTS Generic Information Collection Request  
OMB No. 0920-0879

## **Supporting Statement – Section B**

**Submitted:** February 21, 2013

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## Section B – Data Collection Procedures

### 1. Universe and Respondent Selection

The respondent universe for this two stage assessment consists of (1) 290 people identified as the Principal Grantee Contact who distribute more than one SAS® license within their health department, and (2) 1831 people who are identified as health department data analysts who use CDC-provided SAS® licenses. The Principal Grant Contacts and the number of health department grantee SAS® users were identified from CDC’s list of health department grantees sent a SAS® license for FY13.

The total population of 2,121 potential respondents will be assessed for the following reasons: (1) contact information for all users will be provided by the Principal Grant Contacts, and (2) to address possible bias introduced by a stratified sampling methodology when we do not know the variability in the size and organization of the various state, tribal, local and territorial health departments where these users work.

This is the first time that this data collection has been conducted, so there are not data on response rate from previous data collection. We anticipate a response rate of 80% or higher in this data collection.

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

Entity	Potential Respondent	N
STLT Awardees of Cooperative Agreements (FY13)	Primary contacts for the distribution of CDC-provided SAS® licenses within a health department	290
STLT Awardees of Cooperative Agreements (FY13)	Health department grantee data analysts receiving SAS® licenses provided by CDC	1831
<b>Total Universe of Potential Respondents</b>		<b>2,121</b>

### 2. Procedures for Collecting of Information

Data will be collected through a one-time web-based assessment administered to the respondent population. Eligible respondents for stage one include individuals in STLT health departments who serve as the primary contact for cooperative agreements that distribute SAS® licenses to STLTs data analysts working on the cooperative agreement; and for stage two all the health department grantees using CDC-provided SAS® licenses who were identified by the Principal Grant Contact. An email notification for the Principal Grant Contact Assessment (**see Attachment I**) will be sent to all respondents with a link to the data collection tool. The tool will be open for 14 business days to allow ample time for respondents to complete the assessment. Reminders will be emailed on day 5 (**see Attachment J**) and day 10 (**see Attachment K**) of the assessment to only non-respondents. Using the email addresses provided by each Principal Contact, an email notification for the SAS® User Assessment (**see Attachment L**) will be sent to all users with a link to the data collection tool. The tool will be open for 2 weeks to allow ample time for respondents to

complete the assessment. Reminders will be emailed on day 5(see **Attachment M**) and day 10 (see **Attachment N**) of the assessment to only non-respondents

Data will be collected via Survey Monkey, a web-based questionnaire allowing respondents to complete and submit their responses electronically. This method was chosen to reduce the overall burden on respondents. The assessment was designed to collect the minimum information necessary for the purposes of this project (i.e., limited to 8 questions for the Principal Grant Contact, and 28 questions for the SAS<sup>®</sup> users identified).

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

Email notification and reminder emails will be sent to maximize response rates. The notifications (see **Attachments I and L**) and reminders (see **Attachments J & K and M&N**) will be sent by the Program Official to the respondent population Principal grant contacts that provide fewer email addresses than the number of licenses CDC provides to them will be contacted directly to obtain the expected number of email addresses. The users who do not respond will be contacted by their project officer.

The purpose of this data collection is to assess analytic practices and software use. CDC will use this information to develop strategies to promote sustainable analytic capacity among grantees in health departments. Higher response rates will yield more reliable information.

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

The assessment questions were reviewed by the Ad Hoc SAS<sup>®</sup> Assessment Working Group that was formed to inform development of the assessment questions. The group represented diverse perspectives across CDC. The questionnaires were used in the online Survey Monkey. The web-based version of the questionnaire was pilot tested by 7 CDC public health professionals. The link to the questionnaires was sent to 3 individuals for the Principal Grant Contact Instrument, and 4 individuals for the SAS<sup>®</sup> User Instrument. The comments from this group were used to refine questions as needed, ensure accurate programming of skip patterns, and establish the estimated time required to complete the assessment.

In the pilot test, the average time to complete the stage one assessment including time for reviewing instructions, gathering needed information and completing the assessment, was 6 minutes. Based on these results, the estimated time range for actual respondents to complete the assessment is 4-8 (range) minutes. In the pilot test, the average time to complete the stage two assessment including time for reviewing instructions, gathering needed information and completing the assessment, was 16 minutes. Based on these results, the estimated time range for actual respondents to complete the assessment is 15-30 (range) minutes.

## 5. Contact for Statistical Aspects and Data Collection

The data collection instrument was designed by the Ad Hoc SAS® Assessment Working Group. The lead for data collection is Seth Gazes, a contractor with Deloitte. The lead for data analysis is Bob Schwartz with ITSO.

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## LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

**Attachment I: CDC Assessment of Principal Grant Contacts for SAS Licenses Notification Email**

**Attachment J: CDC Assessment of Principal Grant Contacts for SAS Licenses Reminder (Email Only)**

**Attachment K: CDC Assessment of Principal Grant Contacts for SAS Licenses Reminders - continued (Email only)**

**Attachment L: CDC Assessment of Analytic Tools and Practices of Grantee Data Analysts Notification Email**

**Attachment M: CDC Assessment of Analytic Tools and Practices of Grantee Data Analysts Reminder Email**

**Attachment N: CDC Assessment of Analytic Tools and Practices of Grantee Data Analysts Reminder Email**