

**Assessment of Evaluation Capacity among State and Territorial Early Hearing Detection
and Intervention (EHDI) Program Coordinators**

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

SUPPORTING STATEMENT - Section B

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Program Official/Project Officer

Deidra Green, Public Health Analyst
Centers for Disease Control and Prevention
Division of Human Development and Disabilities
National Center for Birth Defects and Developmental Disabilities
1600 Clifton Road, MS E-88, Atlanta, GA 30333
Phone: 404-498-3034
E-mail: deg4@cdc.gov
Fax: 404-498-3060

Part B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

1. RESPONDENT UNIVERSE AND SAMPLING METHODS

The respondent universe is comprised of the 52 state and territorial EHDl program coordinators that are employed by health departments involved in early detection and intervention activities in the United States funded under Program Announcement CDC-RFA-DD11-1101 and designated as program staff. The data collection efforts described in this proposal concern the entire universe of potential respondents. As collecting data from the entire population of respondents is feasible, a sampling strategy will not be employed.

Table B-1: Potential Respondent Universe

Entity	Potential Respondent	N
State and Territory Health department	State EHDl program coordinators	52
Total Universe of Potential Respondents		52

2. PROCEDURES FOR THE COLLECTION OF INFORMATION

Data will be collected through an online assessment distributed to all individuals who comprise the respondent universe. Eligible respondents include the EHDl program coordinator or other designated official of the state EHDl program performing evaluation activities (N=52). We anticipate only one assessment response per state/district/territory. An introductory email notification (**see Attachment E - Introductory Email**) will be sent to all state EHDl coordinators informing them of the planned assessment, announcing the dates the assessment will be administered, and providing relevant links to the assessment. The assessment does ask the state/territory/district to which the responder implements evaluation activities is identified. The assessment will remain open for a period of 28 days (20 business days) to allow ample time for respondents to complete the assessment. The assessment must be completed in a single session. A reminder email will be sent to evaluators in non-responder states to part 1 of the assessment 15 days after the introductory email regarding the upcoming deadline for completion of the assessment (**see Attachment F -Email Reminder**). Reminders will only be used for non-respondents to the assessment. Within 60 days after data collection has ended, respondents will receive a summary of their individual technical assistance needs as identified in part one of the assessment using data submitted (**see Attachment G - Self Assessment Follow-up**).

The assessment will be administered one time and the data collected will be used to answer the following needs assessment and evaluation questions regarding the evaluation technical assistance provided by CDC EHDl program:

1. What needs for technical assistance are most frequently mentioned across state EHDl coordinators? Are these needs reflective of new areas that require technical assistance?
2. To what extent do state EHDl programs have capacity to develop and implement evaluation activities associated with the funding announcement?

3. METHODS TO MAXIMIZE RESPONSE RATES AND DEAL WITH NONRESPONSE

Advance notification to all potential respondents (**see Attachment E**) and an email reminder to non-respondents (**see Attachment F**) will be utilized to maximize response rates. The notifications and emails will be sent by CDC Program Liaisons to the potential respondents to encourage participation.

The purpose of this assessment is to obtain feedback on technical assistance needs of state EHDI programs and to assess their capacity to implement evaluation activities. 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 questionnaire was pilot tested by three CDC public health professionals. 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 assessment. It is noted, the time required to take the assessment was 15 minutes. In the pilot test, the average time to complete the assessment, including time for reviewing instructions, gathering needed information and completing the assessment, was approximately 12 minutes. The shortest time was 10 minutes. This was rounded up to 15 minutes for the purposes of our estimated burden hours.

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

The following individuals were consulted to provide advice about the design of these data collection activities:

Carlyn Orians
Research Leader
Battelle Centers for Public Health Research and Evaluation
1100 Dexter Avenue North, Suite 400
Seattle, Washington 98109-3598
tel: (206) 528-3320
fax: (206) 528-3550

Maureen Wilce, PhD
Evaluation Team Leader
Air Pollution and Respiratory Health Branch
Division of Environmental Hazards and Health Effects
National Center for Environmental Health
Centers for Disease Control and Prevention
770-488-3721

Thomas Chapel, MA, MBA,
Chief Evaluation Officer
Centers for Disease Control and Prevention,
1600 Clifton Road, NE, MS E-67
Atlanta, GA 30333
(O) 404-639-2116

(F) 770-488-5971

The team of individuals working on this information collection, including instrument development, data collection, and data analysis will consist of members of the CDC EHDI Program and CDC Evaluation Fellow as listed in Table B5.1

Table B5.1 Staff Responsible for Instrument Design, Data Collection and Analyses

Name	Agency	Telephone Number	Email
Deidra Green	CDC/NCBDDD	404-498-3034	deg4@cdc.gov
Marcus Gaffney	CDC/NCBDDD	404-498-3031	nzg9@cdc.gov
Brandi Knight – CDC Evaluation Fellow	CDC/NCBDDD	404-498-6084	wxe5@cdc.gov

The majority of data will be analyzed using basic descriptive analyses. Because the major purpose of this data collection is program improvement, the EHDI program does not anticipate needing to use complex statistical techniques.

LIST OF ATTACHMENTS

Attachment E – Introductory Email

Attachment F –Email Reminder

Attachment G – Self Assessment Follow-up