

Assessment of Characteristics of State Crash Outcome Data Evaluation Systems: Focus Groups

OSTLTS Generic Information Collection Request
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Program Official/Project Officer

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Section B – Data Collection Procedures

1. Respondent Universe and Sampling Methods

Focus groups- The respondent universe consists of all 29 states (see **Attachment C**) that were asked to participate in the initial OMB-approved CODES/linkage assessment conducted in 2012. Each state will be asked to provide a minimum of one and maximum of three individuals to participate in the focus groups. Up to eight focus groups will be held, each consisting of five to eleven participants for a maximum of 87 focus group participants.

Table B-1: Potential Respondent Universe

Entity	Potential Respondent	N
State health department or proxy	State Public Health Department Director of the Injury Section	29
State health department or proxy	State Public Health Department Injury Section personnel	87
Total Universe of Potential Respondents		116

2. Procedures for Collection of Information

The state CODES/Linkage contacts, from the states that were sent the assessment, will be emailed a request that will explain the purpose of the focus group (**Attachment E**). In this email, states will be asked to identify the appropriate person(s) to attend a focus group and to use Doodle, a web-based scheduling tool to indicate availability for a list of potential focus group dates. Focus groups will be established and all participants will be contacted via email with final details about the focus group for which they have been scheduled along with the connection details (**Attachment J**).

Data will be collected via focus groups that will last no more than two hours. The focus groups will be facilitated by the principal investigator from the University of Maryland School of Medicine Charles McMathias National Study Center for Trauma and Emergency Medical Services assisted by the CDC Technical Monitor and the NHTSA Technical monitor. The focus group methodology was chosen over other methods because it allows for more in-depth questions about the usefulness of various elements of CODES/linkage programs. Additionally, the focus group environment will allow for more discussion among participants to help identify potential barriers and successes to achieving CODES/linkage program goals. The findings from the focus groups will be used to determine characteristics of successful CODES/linkage programs. The focus group data collection tool was designed to collect the minimum information necessary by a facilitator for the purposes of this project. To eliminate travel burden, focus groups will be conducted by phone and computer using GoToMeeting. Once the information has been collected, it will be analyzed by qualitative thematic analyses.

3. Methods to Maximize Response Rates & Deal with Nonresponse

Advance email notification will be sent to all potential participants. A Confirmation email will be used to reduce no-show rates at the focus groups (**Attachment J**). Lastly, to reduce travel burden, focus groups will be by phone and computer.

4. Test of Procedures or Methods to be Undertaken

To ensure that items and responses are understandable by respondents and provide the information needed, three CODES project personnel participated in a pilot test of the focus group questions. Following the focus group pilot test, participants were asked to provide specific feedback on the clarity of the questions and suggestions for improving item and response wording. The questions wording was clarified based on pilot testing results and expert review. For the purposes of estimating burden hours, 120 minutes is used.

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

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LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

Attachment J. Focus Group Confirmation Email