

# **Assessment of State/Local STD Clinic Directors Perceptions and Attitudes Regarding CDC Field Staff**

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

Data will be collected from 59 STD Directors and/or Division of STD Prevention (DSTDP) funded STD programs across the United States. The fifty nine is comprised of the 50 State public health agencies as well as Baltimore MD; Chicago, IL; Philadelphia, PA; Los Angeles, CA; New York City, NY; Washington, DC; San Francisco, CA; US Virgin Islands; and Puerto Rico. DSTDP desires a 100 percent response rate, but understanding the data collection is voluntarily realistically we expect an 80 percent response rate, which is 47 of the 59 STD Directors and/or Division of STD Prevention (DSTDP) funded STD programs.

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

Entity	Potential Respondent	N
State/Local Health Department	STD Directors	59
<b>Total Universe of Potential Respondents</b>		<b>59</b>

### 2. Procedures for the Collection of Information

Data will be collected through a one-time web-based data collection. Participants, STD Directors and DSTDP funded STD programs will be identified by an internal roster maintained by DSTDP. Emails will be sent to our list of STD Directors and DSTDP funded STD programs requesting participation. (see **Attachment D – Data collection Notification Email**). This e-mail will contain instructions for participation and a link to the online data collection. Eligible respondents include all DSTDP-funded STD programs.

The data collection will remain open for 10 business days to allow ample time for respondents to complete the data collection. A reminder will be emailed on day 8 of the data collection. Reminders will be sent to all since we aren't collecting identifying information making it difficult to assess who are the non-respondents (see **Attachment E – Reminder Email**).

Data will be collected and maintained by the DSTDP Field Services Branch as respondents submit their responses. Data will be transferred to Excel for conducting basic descriptive analysis and producing data charts and tables for reporting.

### 3. Methods to Maximize Response Rates Deal with Nonresponse

A reminder email will be sent to the list of STD Directors and DSTDP funded STD programs on day 8, which is two days prior to the close of the data collection to increase response rates. We plan to leave the data collection open for a week with a few days padding to allow for an extension of the deadline in case response rate is low. The maximum time that the data collection will be open is 10

business days. Higher response rates will yield more reliable information; however, no scientific inferences will be made.

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

Eight (8) CDC public health professionals assessed the web-based version of the questionnaire. At minimum it took 25 minutes to complete the questionnaire and at maximum 30 minutes. 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 data collection.

#### **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.

**D. Attachment D- Notification Email**

**E. Attachment E- Reminder Email**