

Health Department Use and Application of CDC Drug Resistant TB Laboratory Services

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Program Official/Project Officer

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Section B – Data Collection Procedures

1. Respondent Universe and Sampling Methods

The respondent universe will consist of TB controllers from 60 state and local U.S. jurisdictions, including the 50 states, 9 major U.S. cities, and the District of Columbia, that receive awards through the CDC TB Elimination Cooperative Agreement. These cities include: New York City, Los Angeles, San Diego, San Francisco, Houston, Philadelphia, Chicago, Baltimore, Detroit. TB Controllers from each jurisdiction hold many different titles with in their public health department. TB controllers consist of program managers, program officers, division directors, branch/section chiefs, state epidemiologist or TB coordinators.

Table B-1: Potential Respondent Universe

Entity	Potential Respondent	N
State and Local Health Department TB Control Program	TB Controllers	60
Total Universe of Potential Respondents		60

2. Procedures for the Collection of Information

Data will be collected through a web-based data collection instrument administered to the entire potential respondent universe. An advance email notification (**see Attachment E**) will be sent to all eligible respondents, TB Controllers (N=60), informing them of the planned assessment and announcing the date of administration. A second email will be sent providing an HTML link to the instrument along with instructions for completion (**see Attachment F**). The link will remain open for 10 business days to allow ample time for respondents to complete. Reminders will be emailed on day 4 and day 8 of the assessment (**see Attachment G and H, respectively**).

The assessment will be conducted online using Adobe Forms Central. A PDF version will be available upon request for participants who wish to complete offline. Data is automatically added to response tables that will be analyzed using Epi Info 7 to generate frequencies, percent, and cumulative percent of responses for each question. Cross tabulations of questions and responses will be compiled when needed. No personal identifying information will be obtained. Data will be input into secure data bases. Any hard copies of the data will be stored in secure locations.

3. Methods to Maximize Response Rates Deal with Nonresponse

An advance notification email (**Attachment E**), notification email (**Attachment F**) and reminders by email on day 4 (**Attachment G**) and day 8 (**Attachment H**) will be sent to each potential respondent to maximize response rates. Invitations to participate will stress the importance of partner participation to improve the MDDR service.

4. Test of Procedures or Methods to be Undertaken

An internal pilot test was completed by three subject matter experts. An email with instructions and the html link to the assessment was sent. Participants were asked to record the amount of time to complete and note any technical errors or difficulties. The average time to complete was 10 minutes with a range of 6 minutes to 15 minutes, including time spent on instructions. To account for time needed to read through instructions, we used an upper limit of 15 minutes needed to participate in the assessment.

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

The data collection was designed by project lead who will also collect and analyze the data. A representative from the Field Services and Evaluation Branch may be consulted on the statistical aspects or analysis of data as needed.

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LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

- E. Advance Notification Email**
- F. Notification Email**
- G. Email Reminder (Day 4)**
- H. Email Reminder (Day 8)**