

# **Internet Partner Service Activities of State and Local STD Programs**

OSTLTS Generic Information Collection Request  
OMB No. 0920-0879

## **Supporting Statement – Section B**

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**Program Official/Project Officer:**

Frank Strona, MPH, PhD  
Public Health Analyst  
Centers for Disease Control and Prevention  
National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention  
Division of STD Prevention  
1360 Mission Street, Suite 401  
San Francisco, CA 94103  
Phone: 415-355-2016  
Email: [frank.strona@sfdph.org](mailto:frank.strona@sfdph.org)

## Section B – Data Collection Procedures

### 1. Respondent Universe and Sampling Methods

The respondent universe for this two stage data collection aligns with the OSC. In the first stage, Sexually Transmitted Disease (STD) Program Managers who oversee STD programs within their state and local health departments will be asked to provide the names and email addresses of the DIS conducting PS within their programs. Currently the Division of STD Prevention at the Centers for Disease Control and Prevention (CDC) provides STD funds to all 50 states as well as 15 special program areas made up of cities, districts, Puerto Rico, the U.S. virgin islands, and the Pacific Islands, resulting in 65 STD Program Managers. The program managers will be asked to provide the names and email addresses of state and local Disease Intervention Specialists (DIS), whom conduct STD partner services (PS) and notification (PN). There are 809 DIS in the U.S. who conduct partner services in their official capacities. Those email addresses will be used to contact the DIS and these public health outreach workers will be asked to respond to an assessment via Survey Monkey.

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

| Entity               | Potential Respondent                                      | N          |
|----------------------|---|------------|
| STD Program Managers | State and Local Program Managers who oversee STD programs | 65         |
| DIS                  | DIS who conduct STD PS and PN                             | 809        |
|                      | <b>Total Universe of Potential Respondents</b>            | <b>874</b> |

### 2. Procedures for Collection of Information

Data will be collected through an email assessment and a one-time web-based assessment administered to the respondent population. Eligible respondents for stage one includes individuals in state and local health departments who serve as Program Managers for STD programs; and for stage two all DIS who conduct PS who have been identified by the Program Managers. An email assessment administered to the Program Managers will be sent to all respondents with the data collection tool embedded within. Respondents have up to 14 business days to respond to allow ample time for respondents to complete the assessment. A reminder will be emailed on day 5 (**see Attachment D**). Using the email addresses provided by each Program Manager, an email notification for the DIS IPS Assessment (**see Attachment E**) will be sent to all DIS 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 F**) and day 10 (**see Attachment G**) of the assessment to only non-respondents.

The first stage of the data collection process will be conducted through emails to reduce the number of steps taken by the STD program managers. The second stage 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. 37 questions for the DIS).

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

Email notification (see Attachment A and E) and reminder emails will be sent to maximize response rates. Program Managers will receive a reminder email on day five (see Attachment D) and DIS will receive a reminder email on day 5 (see Attachment F) and day 10 (see Attachment G).

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

All stages of this assessment were piloted. The pilot done for stage one of this data collection was done with three PMs. The burden hours for STD Program Managers for stage one of this data collection is based on the estimated time it will take for a Program Manager to compile names and email addresses of DIS conducting IPS. During the pilot phases, the average time to receive DIS names as requested of Program Managers was 8 minutes (1 – 15 minutes).

The assessment questions for stage two of this data collection were created by the Internet Partner Services Working Group that was formed to inform development of the instrument. The group consisted of members from the CDC who are considered Subject Matter Experts. The instrument was developed in Survey Monkey, an online data collection system. The first pilot was sent to two senior DIS to assess the data collection instrument's time to completion. The revised online assessment was then pilot tested by sending the link to four DIS picked as a result of the discussions with the Program Managers who offered DIS participation. The comments from this group were used to refine questions as needed, ensure accurate programming of skip patterns, and establish time required to complete the assessment.

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 23 minutes. Based on these results, the estimated time range for actual respondents to complete the instrument is 15-25 minutes.

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

All data collection and analysis will be conducted by staff from the Division of STD Prevention, CDC.

Frank Strona, MPH  
Lead Public Health Analyst  
CDC  
415-355-2016  
[frank.strona@sfdph.org](mailto:frank.strona@sfdph.org)

Rachel Kachur, MPH  
Health Communications Specialist  
CDC  
404.639.2697  
[rkachur@cdc.gov](mailto:rkachur@cdc.gov)

Dayne Collins  
Program Consultant  
CDC  
404.639.8188

[Dcollins@cdc.gov](mailto:Dcollins@cdc.gov)

Jennine Kinsey  
Public Health Analyst  
CDC  
404.639.6339  
[jkinsey@cdc.gov](mailto:jkinsey@cdc.gov)

Matthew Hogben, PhD  
Behavioral Scientist  
CDC  
404.639.1833  
[mhogben@cdc.gov](mailto:mhogben@cdc.gov)

Kate Brookmeyer, PhD  
Behavioral Scientist  
CDC  
404.639.8058  
[Kbrookmeyer@cdc.gov](mailto:Kbrookmeyer@cdc.gov)

## **LIST OF ATTACHMENTS – Section B**

Attachment D: Program Managers Follow Up Email  
Attachment E: Email notification for DIS IPS Assessment  
Attachment F: Day 5 Reminder Email to DIS  
Attachment G: Day 10 Reminder Email to DIS