

Request for Approval under the
“The Hospital Preparedness Program-
Generic HPP”
(OMB Control Number: 0990-0391)

TITLE OF INFORMATION COLLECTION: Healthcare Coalition Questionnaire

PURPOSE:

This data collection effort is crucial to HPP’s decision-making process regarding the continued existence, design and funding levels of this program. Results from these data analyses enable HPP to monitor healthcare emergency preparedness and progress towards national preparedness goals. HPP supports priorities outlined by the National Preparedness Goal (the Goal) established by the Department of Homeland Security (DHS). The Goal guides entities at all levels of government in the development and maintenance of capabilities to prevent, protect against, respond to and recover from major events. Additionally, the Goal will assist entities at all levels of government in the development and maintenance of the capabilities to identify, prioritize and protect critical infrastructure.

As healthcare system preparedness evolves, the Hospital Preparedness Program (HPP) has been driving the development of healthcare coalitions to improve national preparedness, response and community resilience. The program’s emphasis on a standardized, all-hazards approach supports the seamless coordination among healthcare facilities in the case of an emergency event. An overarching goal of healthcare coalitions is to sustain and optimize community resilience at all levels, and create an integrated response among organizations within the coalition, to promote public health and healthcare systems preparedness, response, and recovery. It is envisioned that coalitions will focus on an increased demand for resources, personnel, and information sharing.

According to the Center for Bio-security of the University of Pittsburgh Medical Center (UPMC), healthcare coalitions are the future for healthcare preparedness and response for catastrophic health events. Promoting these efforts requires funding, research and observation, and performance measurement. Evaluation tools that inform the development of effective healthcare coalitions nationwide are essential. One of these tools, the Healthcare Coalition Survey, has been developed to understand more about healthcare coalitions. This survey is not intended to measure coalition performance, but aims to generate baseline information about existing coalitions.

The survey can be used by healthcare coalitions to generate a checklist of common coalition elements, compare characteristics, structure and functions on a statewide and national level, and highlight areas for further consideration. The cumulative report based on the survey will also seek to:

- Describe the characteristics of healthcare coalitions in national and regional areas
- Develop a baseline snapshot of coalition structural and operational characteristics
- Gain a better understanding of the predominant functions of existing healthcare coalitions

DESCRIPTION OF RESPONDENTS:

Survey respondents will be Healthcare Coalition Points of Contact (POC) of the Hospital Preparedness Program. The applicable population (universe) is all of the awardees for the program (i.e., 62 of 62 awardees). All awardees participate in progress reporting because data on each entity are integral for monitoring progress and measuring national preparedness. The anticipated response rate is 100 percent.

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form Customer Satisfaction Survey
 Usability Testing (e.g., Website or Software) Small Discussion Group
 Focus Group Other: Questionnaire

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Cliffon Y. Smith

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Coalition POC's	62	1hr	62 hours
Totals	62	1hr	62 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$ 780.00

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe? Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The applicable population (universe) is all of the awardees for the program (i.e., 62 of 62 awardees). All awardees participate in progress reporting because data on each entity are integral for monitoring progress and measuring national preparedness. The anticipated response rate is 100 percent. An email containing a link to the electronic coalition will be distributed to all coalition POCs. POCs will be responsible for completing the survey. However, POCs are encouraged to discuss with and gather information from other coalition members in order to generate the most accurate and objective responses. Coalitions will have approximately 4 weeks to return the survey. The data from the completed surveys will be directed to the Healthcare Systems Evaluation Branch (HSEB), where the responses will be aggregated.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Other, Explain

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.