

**Office of Management and Budget
Supporting Statement Part B
for the Healthy Weight Collaborative Evaluation:
Data Collection Procedures and Statistical Methods**

December 28, 2012

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B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

In September 2010, the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA) awarded \$5 million to the National Initiative for Children's Healthcare Quality (NICHQ) to implement the "Collaborate for Healthy Weight" (C4HW) initiative. Funded by the Prevention and Public Health Fund created by the Affordable Care Act of 2010, this 30-month cooperative agreement was designed to "create partnerships between primary care, public health, and community-based organizations to discover sustainable ways to promote healthy weight and eliminate health disparities in communities across the United States" (National Initiative for Children's Healthcare Quality 2012). As part of C4HW, NICHQ created the Healthy Weight Collaborative (HWC), a national quality improvement effort to share and spread promising, evidence-based practices to prevent and treat obesity among children and families.

In this two-phased learning collaborative, NICHQ is working with about 50 community teams of primary care, public health, and community-based organizations to implement, test, and disseminate an integrated change package of promising, evidence-based healthy weight strategies. In Phase 1 (July 2011 through July 2012), NICHQ selected 10 teams from a field of 83 applicants that responded to a general call for learning collaborative applications. In Phase 2 (March 2012 through March 2013), the project is working with about 40 more teams, recruited through the same process.

HRSA has hired a contractor, Mathematica Policy Research, to conduct the HWC project's external evaluation. This document provides supporting statements for each of the five points outlined in Part B of the Office of Management and Budget (OMB) guidelines, to collect information for the evaluation of the HWC project. This submission requests clearance for the HWC evaluation's data collection instruments, plans for data analysis, and reporting of findings.

1. Respondent Universe and Sampling Methods

Statistical sampling methods were not used to select the respondent universe. The NICHQ purposively selected community teams from among groups that applied to take part in the HWC project. The HWC evaluation will collect and analyze site visit and interview information from three groups of respondents: the four Phase 1 teams that will continue to participate in Phase 2; seven of the approximately 40 teams that are participating in Phase 2; and the NICHQ leadership, faculty members, and program managers that are implementing Phase 2. Table B.1 depicts our sampling approach for community teams and NICHQ staff.

Phase 1 HWC Community Team Site Visits

Of the 10 community teams that participated in Phase 1, four continued to participate as mentors to the Phase 2 teams. The evaluation team will conduct one-time site visits with each of the four. Each visit is expected to include interviews with eight community team members. Interviews will be conducted with the team's coordinator, its data manager, and six other members (on average, the Phase 1 teams had 15 members).

Team coordinators will be asked to identify six members who have regularly been involved in team activities. The six will be selected purposively with input from the team coordinator to ensure that we get a cross-section of members representing each sector targeted by the project (primary care, public health, and community). The team coordinators will also provide insights and information about member roles, activity on the collaborative, and availability.

Table B.1 Summary of Sampling Approach

Data Collection Type	Instrument Type	Sampling Approach
Continuing Phase 1 Team Site Visits:		
		No sampling: a site visit will be conducted with all four Phase 1 teams that are participating in Phase 2.
Team Coordinator	Interview Guide	No sampling
Team Data Manager	Interview Guide	No sampling
Team Members	Group Interview Guide	Purposeful identification within team: the evaluation team will select the team members based on team lists from NICHQ and input from team coordinators to ensure all three sectors are represented and active team members participate in the interview.
Phase 2 Community Team Site Visits:		
		Purposeful Identification of teams: the evaluation team will select teams based on team documentation from NICHQ and input from HRSA on key team characteristics, to ensure that a diverse set of teams are selected.
Team Coordinator	Interview Guide	No sampling
Team Data Manager	Interview Guide	No sampling
Team Members	Group Interview Guide	Purposeful identification within team: the evaluation team will select the team members based on team lists from NICHQ and input from team coordinators to ensure that all three sectors are represented and active team members participate in the interview.
NICHQ Interviews:		
		Purposeful Identification: the evaluation team will interview NICHQ leadership, staff, and faculty that have the most involvement in the project's design and implementation.
Leadership	Interview Guide	Purposeful identification within group: the evaluation team will select the leaders most involved in the HWC project.
Faculty	Interview Guide	Purposeful identification within group: the evaluation team will select the faculty most involved in the HWC project.
Program Managers	Interview Guide	Purposeful identification within group: the evaluation team will select the program managers most involved in the HWC project.

Phase 2 HWC Community Team Site Visits

The seven Phase 2 community teams will be purposefully selected using several criteria to ensure that site visits are conducted with a diverse set of teams. The teams will be selected with input from HRSA and NICHQ staff based on selection criteria, including the team's HRSA region, the age and size the team's target population, and the team's community setting (urban, rural, or tribal). The evaluation team will also factor in whether the team coordinator is from the public health, primary care or community sector, the size of the team, and whether it had an existing coalition before participating in the HWC project.

As with the Phase 1 site visits, each Phase 2 visit will include interviews with eight team members. These include the coordinator and data manager, as well as six others selected purposively with input from the team coordinator to ensure a cross-section representing each sector targeted by the project (primary care, public health, and community). The team coordinators will also provide insights and information about member roles, activity on the collaborative, and availability.

Interviews with NICHQ Leaders, Faculty, and Project Managers

The evaluation team will conduct interviews with the NICHQ leaders, faculty, and program managers who have been most involved in Phase 2. The universe of NICHQ staff includes 8 NICHQ leaders, 17 faculty members, and 9 NICHQ project managers (staff roles are described in Supporting Statement A.1). We will conduct individual or group interviews with a purposive sample of the NICHQ leaders, faculty, and project managers who have played key roles in Phase 2. This will include up to 4 of the 8 NICHQ leadership staff and up to 5 of the 9 HWC project managers. We will also conduct one group interview with up to 6 of the 17 HWC faculty members.

2. Procedures for the Collection of Information

Site Visits with Phase 1 and Phase 2 Healthy Weight Collaborative Community Teams

The NICHQ evaluation director and program managers will first inform community teams that they have been selected for the site visits. The evaluation team will then contact the community team coordinators by phone or email to introduce the study and schedule the onsite interviews to take place over one or two days and within regular work hours. A two-person interview team will include a senior person to lead the interviews and a junior person to help schedule, facilitate, and take detailed notes. All community team member interviews will follow interview protocols (Attachments C and D in Supporting Statement A).

The protocols will permit a range of issues to be discussed in a consistent and thorough manner across all interviews and sites while also allowing the flexibility for interesting issues to be considered as they arise. The evaluation team will audio-record the interviews if respondents agree. Recordings will not be transcribed, but will be available to clarify team notes or extract verbatim quotes (not attributed to specific respondents). To foster consistency in documentation and create efficiencies with data synthesis, the interview notes will be summarized in a thematic reporting template. Content from the template will be synthesized in a final report to HRSA. Findings from team site visits will be supplemented by review of team documents, including teams' project applications, work plans and progress reports, and descriptive secondary data analyses of teams' performance measures and other feedback submitted to NICHQ.

Interviews with NICHQ Leaders, Faculty Members, and Project Managers

The evaluation team will conduct NICHQ interviews in person when possible, as the contractor and NICHQ headquarters are both located in the Boston area. Telephone interviews will be conducted if there are barriers to in-person interviews for some of the NICHQ staff. The evaluation team will coordinate with a NICHQ liaison to schedule the interviews. A two-person interview team will include a senior person to lead the interviews and a junior person to work with the NICHQ liaison and take detailed notes. All interviews will follow protocols (Attachment E in Supporting Statement A).

The protocols will permit a range of issues to be discussed in a consistent and thorough manner across all interviews and sites while also allowing the flexibility for interesting issues to be considered as they arise. The evaluation team will audio-record the interviews if respondents agree. Recordings will not be transcribed, but will be available to clarify team notes or extract verbatim quotes (not attributed to specific respondents). To foster consistency in documentation and create efficiencies with data synthesis, the interview notes will be summarized in a thematic reporting template. Content from the template will be synthesized in a final report to HRSA.

3. Methods to Maximize Response Rates and Deal with Nonresponse

The HWC evaluation team expects to obtain a very high response rate (close to 100 percent) for all site visits and interviews. This expectation is based on previous experience with the community team pre-test site visit and with the NICHQ staff interviews conducted in Phase 1, and on the high level of motivation from the community teams and NICHQ personnel involved in the project. The NICHQ evaluation director and program managers will serve as links to work with the community teams, if needed, to address response issues. Strategies for maximizing response in the data collection efforts are described below.

Phase 1 Community Team Site Visits. All interviews conducted with the four Phase 1 teams will occur during site visits. In Phase 1, the evaluation team met and developed a rapport with the Phase 1 teams during the learning sessions. It is anticipated that all four community teams will agree to participate in these visits. To help ensure high participation, we will coordinate with the teams to schedule convenient dates.

Phase 2 Community Team Site Visits. All interviews with seven Phase 2 teams will also occur during site visits. It is anticipated that all teams selected and recruited for the site visits will agree to participate. The Phase 2 teams are aware that the contractor is conducting an external evaluation for the HWC project, and team participation in the external evaluation is encouraged by NICHQ and HRSA. In addition, the Phase 2 site visits will be scheduled at the convenience of the Phase 2 teams.

NICHQ Interviews. To ensure a high participation rate, the contractor team will coordinate with a NICHQ liaison to determine convenient dates for the NICHQ interviews and to arrange telephone interviews for respondents not near NICHQ's Boston-area office.

4. Tests of Procedures or Methods to Be Undertaken

As described in Supporting Statement A, the evaluation team pilot-tested the community team interview protocol on a site visit to one of the Phase 1 community teams in March 2012; there were seven respondents. The team used this experience to revise the content and reduce the length of the

interview guides for the four continuing Phase 1 community team site visits, the seven Phase 2 visits, and the interviews with NICHQ leaders, faculty, and program managers. Those guides were included in the attachments to OMB Supporting Statement A. In addition, the evaluation team reviewed several site visit interview protocols used in previous similar studies under contract with HRSA and used that information to guide the general format and length of the HWC protocols.

Following the submission of Supporting Statement A on November 28, 2012, HRSA provided OMB with changes to the evaluation's informed-consent form based on a requested revision by the New England Institutional Review Board. The revised form added more information about (1) the length of the interviews, (2) the fact that respondents could participate in the interview if it was not recorded, and (3) the small risk of the loss of respondent confidentiality for interviewees.

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

The evaluation's design, primary data collection activities, and data analyses are being conducted for HRSA by the contractor, Mathematica Policy Research. There are no statistical aspects of these design, data collection, or analysis activities. The person responsible for receiving and approving the contract deliverables is Dr. Sylvia Fisher, the HRSA project officer.