Supporting Statement – Part B

Collections of Information Employing Statistical Methods

1. **Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

There are 10 potential respondents (grantees). We expect a 100% response rate because respondents are required to provide data on program participation and outcomes as part of their grant requirements.

2. **Describe the procedures for the collection of information including: Statistical methodology for stratification and sample selection, estimation procedure, degree of accuracy needed for the purpose described in the justification, unusual problems requiring specialized sampling procedures, and any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

A statistical sampling methodology is not needed for selecting respondents. Responses are mandatory and respondents represent the entire possible respondent pool.

3. **Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield 'reliable' data that can be generalized to the universe studied.**

Responses are required as a requirement for respondents' grants, so non-response will not be an issue. It will be important to have accurate data in order to assess program participation and outcomes. The accuracy and reliability of the collected data depend on the data entry process and the accuracy of the program used to pull the data from the program data set into a data file. To increase the accuracy of submissions, a contractor to CMS will validate each data submission and provide individual technical assistance to grantees on their submissions.

4. **Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

Respondents were involved in the design of the core MDS and state-specific modules through several meetings and review cycles. This close collaboration ensured that the collection is the minimum necessary to meet the tracking, reporting, and evaluation requirements in the statute authorizing the program and is appropriate to and achievable for the individual programs and reporting capacity of each grantee. Respondents only need to include those elements that apply to

their interventions. Respondents will have the opportunity to test the file submission process before implementing the MDS requirements.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

The tables below provide the names, affiliation, and contact information for those consulted on the statistical aspects of the design and who will actually collect and/or analyze the information.

Individuals Consulted on Statistical Aspects/Data Collection & Analysis

Name	Affiliation	Contact Information
Monique Sheppard, PhD	Econometrica, Inc.	301-657-9883
Kristen Corey, PhD	Econometrica, Inc.	301-657-9883
Doray Sitko	Econometrica, Inc.	301-657-9883
Cynthia Woodcock	IMPAQ International, Inc.	443-367-0088
Rekha Varghese, PhD	IMPAQ International, Inc.	443-367-0088
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Thomas Hoerger, PhD	RTI International	919-541-6000
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CMS Staff who Advised on Design

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