

CDC ORAL HEALTH MANAGEMENT INFORMATION SYSTEM

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Request for Extension

Supporting Statement Part B

***Submitted by:* Cassandra M. Frazier, MPH, CHES and Sheila Weagle
RDH, MPH, CHES, DHEd
Centers for Disease Control and Prevention
National Center for Chronic Disease Prevention and Health Promotion
Division of Oral Health
4770 Buford Highway, Mailstop F-10
Atlanta, GA 30341
770-488-5786
Fax: 770-488-6080
Bkx9@cdc.gov**

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B. Collections of Information Employing Statistical Methods

1. Respondent Universe and Sampling Methods

CDC does not plan to use any statistical methods to select any respondents because all funded states and territories are required to report through the management information system. Public law requires application submission and financial reporting by the actual recipients of funding. Statistical methods cannot be used to reduce burden or improve accuracy of results because of the nature of the program.

2. Procedures for the Collection of Information

The information will be collected using the described password protected web-based system. Respondents log into the system at their worksite computer and provide progress reporting information through prompted data entry points. The MIS allows funded programs to submit their progress reports annually by entering information into the system, thus eliminating the need for additional written reports. The MIS enables CDC to identify training and technical assistance needs, monitor compliance with cooperative agreement requirements, evaluate progress made in achieving program-specific goals, and obtain information needed to respond to Congressional and other inquiries regarding program activities.

The respondents receive training on use of the application and on the required report content during semi-annual workshops and upon request. Respondents are informed of their reporting deadlines via semi-annual notification letters received from the Procurement and Grants Office (PGO) and via emails sent by the CDC Division of Oral Health to all known users of the system. Respondents are not re-interviewed or contacted for data validation.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Respondents are required to file twice yearly progress reports in order to continue to receive level federal funding in support of cooperative agreement DP08-802. Respondents are now required to use the web-based system to file these reports. Once data has been entered there is a reduction in the burden hours to the state grantees and respondent use rate is at 100%.

4. Tests of Procedures or Methods to be Undertaken

The system has undergone rigorous application testing, including fidelity and usability testing of system design, accuracy and comprehension testing of proposed data elements.

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

No individuals will be consulted on statistical aspects of the design as statistical methods will not be used in analysis of the information.

The individuals responsible for design of the data collection system, data collection and data analysis include:

Cassandra Frazier, Division of Oral Health, Centers for Disease Control and Prevention, (770) 488-5786, bkx9@cdc.gov

Sheila Weagle, Division of Oral Health, Centers for Disease Control and Prevention, (770) 488 – 6093, sweagle@cdc.gov

Claudia Hudson, Northrop Grumman Mission Systems (contractor), (678) 530-3522, btn8@cdc.gov, (404) 679-9479.