

HHS/CDC/NCIPC  
SUPPORTING STATEMENT FOR  
OMB INFORMATION COLLECTION REQUEST

**PART B: STATISTICAL METHODS**

March 8, 2013

**MONITORING AND REPORTING SYSTEM FOR  
DELTA FOCUS AWARDEES**

SUPPORTED BY:

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION  
NATIONAL CENTER FOR INJURY PREVENTION AND CONTROL  
DIVISION OF VIOLENCE PREVENTION

**Reviewed by Thelma Sims  
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## **B. Collections of Information Employing Statistical Methods**

### **1. Respondent Universe and Sampling Methods**

Respondents are 10 state and territorial domestic violence coalitions. If additional funding is made available to the DELTA FOCUS program, CDC will submit a Change Request to increase the number of DELTA FOCUS awardees participating in the PMIS data collection.

Statistical sampling methods are not applicable to this data collection and cannot be used to accomplish the functions of the proposed data collection system.

### **2. Procedures for the Collection of Information**

Information will be collected electronically twice per year. Each awardee will have access to its own information and decide the level of access for other users (e.g., local coalitions and partners). Users will log into the system at their worksite computer and provide progress reporting information through prompted data entry points.

Instructions to PMIS users for completing information collection are built into each Web page. Awardees will be informed of their reporting deadlines via semi-annual notification letters.

The PMIS will produce reports that can be downloaded to [www.Grants.gov](http://www.Grants.gov) and meet progress reporting requirements for awardees. The PMIS will enable awardees to complete a number of tasks electronically, including reviewing the completeness of data necessary to submit required reports, entering basic summary information for required reports, and finalizing and saving required reports for upload to [Grants.gov](http://Grants.gov). The PMIS will support the automatic generation of interim and annual reports, as well as action plans. Awardees will be able to transfer data from one year to another to minimize data re-entry. CDC staff will have the capacity to query the database to extract individual or aggregate awardee-related data. A copy of the data collection instrument may be found in **Attachment 3**.

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

Each awardee is required to file twice yearly progress reports in order to continue to receive cooperative agreement funding.

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

The design of the PMIS was informed by the experience of the Monitoring and Reporting System for Chronic Disease Prevention and Control Programs (OMB No. 0920-0870, exp. 11/30/2013). Every component of the PMIS has undergone rigorous application testing, including usability testing of system design, and accuracy and comprehension testing of proposed data elements.

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

The individuals consulted on the PMIS include:

Raegan Tuff, Public Health Analyst, CDC (770) 488-5413, [rrt6@cdc.gov](mailto:rrt6@cdc.gov)

Renita Macaluso, Management Program Analyst, CDC (770) 488-6458, [RMacaluso@cdc.gov](mailto:RMacaluso@cdc.gov)

Jason Bonander, Director, NCCDPHP OIIRM, CDC, (770) 488-5606, [zjz2@cdc.gov](mailto:zjz2@cdc.gov)

Susan Wilkin, IT Specialist, CDC (770) 488-5273, [smw1@cdc.gov](mailto:smw1@cdc.gov)

The contractors responsible for the design and management of the PMIS include:

Kathleen Silcott-Chasseau, Northrop Grumman Mission Systems (contractor), (404) 679-9397, [KSilcottChasseau@cdc.gov](mailto:KSilcottChasseau@cdc.gov)

Alison Lowery, Northrop Grumman Mission Systems (contractor), (678) 530-8955, [ALowery@cdc.gov](mailto:ALowery@cdc.gov)

The core CDC personnel who will collect and/or analyze the data include:

Theresa Armstead, Behavioral Scientist, CDC, (770) 488-3904, [tarmstead@cdc.gov](mailto:tarmstead@cdc.gov)

Kirsten Rambo, Senior Service Fellow, CDC, (770) 488-0544 [krambo@cdc.gov](mailto:krambo@cdc.gov)

Jennifer Dills, Health Scientist, CDC, (770) 488-4273 [jdills1@cdc.gov](mailto:jdills1@cdc.gov)

Pam Brown, Associate Service Fellow, CDC, (770) 488-1345 [pbrown8@cdc.gov](mailto:pbrown8@cdc.gov)

The contractor who will assist in analyzing the data has not been named. CDC will submit a Change Request to add the contractor when the contract is awarded. The contracting officer will be Wendy McIntosh, [wmcintosh@cdc.gov](mailto:wmcintosh@cdc.gov).