

Supporting Statement A
Corps Community Day Event Form
OMB Control No. 0915-XXXX

A. Justification

1. Circumstances Making the Collection of Information Necessary

The National Health Service Corps (NHSC) is a program administered by the Bureau of Clinician Recruitment and Service (BCRS) within HRSA. The NHSC is mandated by Congress to recruit and retain primary care clinicians to work in underserved communities across the Nation. The FY 2010 Affordable Care Act allocated an additional \$1.5 billion over five years to the NHSC. The following is a list of statutory authorities that are used to implement NHSC recruitment activities.

- Section 254d.(b) (1) authorizes the Secretary to conduct "recruiting programs for the Corps, the Scholarship Program and the Loan Repayment Program. Such recruiting programs shall include efforts to recruit individuals who will serve in the Corps other than pursuant to obligated service under the Scholarship or Loan Repayment Programs"
- Section 254e.(h) authorizes the Secretary to "conduct such information programs in areas, among populations groups and in medical facilities and other public facilities designed under this section as health professional shortage areas as may be necessary to inform public and nonprofit private entities which are located or have a demonstrated interest in such areas of the assistance available" from the NHSC."
- Section 254l(c)(3)(A) "The Secretary shall distribute to health professions schools materials providing information on the Scholarship Program and shall encourage the schools to disseminate the materials to the students of the schools."
- Section 254l-1(c)(4)(a) "The Secretary shall distribute to health professions schools materials providing information on the Loan Repayment Program and shall encourage the schools to disseminate the materials to the students of the schools."
- Executive Order 12862, "Setting Customer Service Standards," which directs Agencies to continually reform their management practices and operations to provide service to the public that matches or exceeds the best service available in the private sector.

Corps Community Day was created in 2011 and celebrates the National Health Service Corps (NHSC) every October during National Primary Care Week through community-based activities which are held by NHSC program participants, alumni, and partners. BCRS needs to collect details on the events that are planned so they can be added to the state-by-state map of events in order to coordinate and promote these activities,

2. Purpose and Use of Information Collection

The goals of Corps Community Day encompass the following: increase awareness of the NHSC to potential applicants and the greater primary health community; create a sense of community and connectedness among NHSC program participants, alumni, partners and staff; and underscore the NHSC's role in bringing primary health care services to the nation's neediest communities. Current program participants, alumni, NHSC Ambassadors, sites, primary care organizations, and professional associations plan events and report the details of their events to BCRS so that they can be added to the state-by-state map of events. In order to avoid duplication of effort, eliminate confusion regarding allowable event dates, avoid data entry errors, and implement a brief post-event satisfaction survey, BCRS would like to implement a standard form that event planners will use to report to BCRS. The fillable form will be available online and will have less than 20 fields for event planners to populate to submit for inclusion on the map. There will also be approximately 5 fields to populate following the event to measure satisfaction. Both the pre-event and post-event data fields will be held in one form.

3. Use of Improved Information Technology and Burden Reduction

The form will employ information technology by collecting the information online through the HHS/ASPA-approved online tool called "Voice of the Consumer" (VOC) (<http://comment-app.hhs.gov/>). See attachment 1, for a rough design of the form.

4. Efforts to Identify Duplication and Use of Similar Information

The proposed form is unique to this activity and the information collected is not found elsewhere. The form has been designed to collect only necessary information and has been reviewed carefully to avoid potential duplication.

5. Impact on Small Businesses or Other Small Entities

The form will not have a significant impact on small businesses or other small entities. It is estimated around half of the respondents will be small entities.

6. Consequences of Collecting the Information Less Frequently

There are no legal obstacles to reduce the burden.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

The form will be implemented in a manner fully consistent with 5 CFR 1320.5(d)(2).

8. Comments in Response to the Federal Register Notice/Outside Consultation

Section 8A:

- A 60-day Federal Register Notice was published in the *Federal Register* on February 11, 2013, vol. 78, No. 28; pp.9704-05 (see attachment 2). There were no public comments.

Section 8B:

- Eight participants from Corps Community Day 2012 were emailed the link of the new tool and asked to enter their event information. Four of them responded. They were asked to time how long it took them to complete the form as well as any confusion they encountered or recommendations they had to improve the form. Apart from a few corrections regarding typos, there were no substantial recommendations to the form.

- In this section of the supporting statement, provide:

1. The consultations via email took place in March 2013.

2. Respondent 1: Regina J Knox, MPH, CHES
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301 University Blvd.
Galveston, TX 77555-1056
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Respondent 2: Rashad A. Collins
Director of Workforce Development
Community Health Center Association of Connecticut
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Respondent 3: Britney Crawford, MPH
Rural Health Retention Coordinator
Office of Primary Care and Rural Health
The RSA Tower/Suite 1040
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britney.crawford@adph.state.al.us

Respondent 4: Aileen Edwards Harris
AEH Advising Health Professions, LLC
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Richmond, VA 23218
(804) 859-2808
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3. There were no problems encountered during the consultation.
4. A 60-day Federal Register Notice was published in the Federal Register on February 11, 2013, vol. 78, No. 28; pp.9704-05. There were no public comments.

9. Explanation of any Payment/Gift to Respondents

Not applicable

10. Assurance of Confidentiality Provided to Respondents

There is no assurance of confidentiality in the form, because by using the form, the respondents are agreeing to have their information displayed on a public website.

11. Justification for Sensitive Questions

The form does not contain questions of a sensitive nature.

12. Estimates of Annualized Hour and Cost Burden

Respondents will include current NHSC program participants, alumni, NHSC Ambassadors, sites, primary care organizations, and professional associations who are voluntarily planning Corps Community Day events.

12A. Estimated Annualized Burden Hours

Type of Respondent	Form Name	No. of Respondents	No. Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours
Various event planners	Corps Community Day Event Planning Form	300	1	4/60	20 hours
Various event planners	Corps Community Day Event Satisfaction Form	300	1	2/60	10 hours
Total		300	1	3	30 hours

12B. Estimated Annualized Burden Costs

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Administrative Services Managers	15	\$38.24	\$573.60
Medical and Health Services Managers	15	\$41.54	\$621.75
Total			\$1,195.35

13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital

Costs

The only associated cost to respondents is their time to provide the requested information.

14. Annualized Cost to Federal Government

The online no-cost form was developed by the HRSA DEA team. The estimated one-time cost to the government for development and data analysis is \$125, which includes .0014% from GS13 (\$89,033).

15. Explanation for Program Changes or Adjustments

This is a new data collection.

16. Plans for Tabulation, Publication, and Project Time Schedule

The event data will be collected from the online form until the beginning of October 2013 on a daily basis as they come in. The event data will be analyzed using non-statistical frequencies to under which types of event, types of event planning organizations, and in which regions of the country were most common for future outreach for subsequent. The summary of the event data will only be shared internally.

The post-event satisfaction portion of the form will be distributed a week after Corps Community Day. The responses from this form will be tabulated at the beginning of November and reviewed internally. The summary will be used to improve future Corps Community Day events and to increase events in the future.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

No exemption is being requested. The expiration date will be displayed.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification.