

Reinstatement Request

**National Program of Cancer Registries
Program Evaluation Instrument
(NPCR-PEI)**

(OMB No. 0920-0706)

Supporting Statement Part B

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1LIST OF ATTACHMENTS

- Attachment 1A Cancer Registries Amendment Act, Public Law 102-515
- Attachment 1B Section 301 of the Public Health Service Act [42 U.S.C. 241]
- Attachment 2 60-Day Federal Register Notice
- Attachment 3A NPCR Program Evaluation Instrument
- Attachment 3B Sample Letter (with PEI Instructions) to NPCR Awardees
- Attachment 3C Changes in the PEI for 2013 and 2015
- Attachment 4 List of NPCR Awardees
- Attachment 5 NPCR Program Standards
- Attachment 6 NPCR Program Evaluation Results 2011
- Attachment 7 Participants in Consultation Outside of the Agency
- Attachment 8 Consultants Involved in Usability Testing

**National Program of Cancer Registries
Program Evaluation Instrument**

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

B1. Respondent Universe and Sampling Methods

Respondents are the 45 states, the District of Columbia, one territory, and the Pacific Island Jurisdictions' unified Central Cancer Registry that currently receive CDC funds from the NPCR to create and/or enhance central cancer registries. Biennially, respondents will be notified that the NPCR-PEI is deployed and accessible via a secure website for a period of approximately two weeks. The estimated annualized number of respondents is 32 ((48 respondents annually *2 information collections)/3 year clearance period).

Statistical methods for sampling are not employed.

B2 Procedures for the Collection of Information

CDC grantees will submit NPCR-PEI data to the contractor (ICF International - ICFI) once every other year in odd-numbered years (years 1 and 3 of this clearance request). Information will be submitted to CDC via a secure, web-based instrument (**Attachment 3A**). Each NPCR awardee will receive a sample letter with instructions (**Attachment 3B**). Changes that will be implemented beginning in 2013 are summarized in **Attachment 3C**). ICFI will perform quality control edits on the data, process the data, compile the data into a data file, and produce a secure web-based results display system, year 2. ICFI will also create individual and aggregate summary descriptive reports for the CCRs and CDC. All reports are reviewed by CDC before being made available to the CCRs. When the secure web-based results display system is made available by ICFI, data are then used for various statistical analyses.

B3. Methods to Maximize Response Rates and Deal with Nonresponse

To maximize response rates, CDC first performs a usability test of the web-based NPCR-PEI before it is made available online for the CCRs. The CCRs will have access to a technical support help-line at ICFI, and to the appropriate NPCR Program Consultant, in case technical difficulties using the NPCR-PEI are encountered, or if the CCR has questions.

Incentives for the CCRs to complete and submit the NPCR-PEI include: 1) the CCRs have easy access to all information needed to complete the NPCR-PEI; and 2) the CCRs will receive access to an annual report containing both CCR-specific and aggregate summary NPCR-PEI

data. There is no reason to believe that the response rate would be lower than 100% (a total of 48 grantees).

B4. Tests of Procedures or Methods to be Undertaken

The web-based PEI has been utilized previously for NPCR reporting (**Attachment 3A**). In 2012, program standards for the NPCR were reviewed a minor changes are proposed (**Attachment 3C**). A CDC usability test expert (**Attachment 8**), CDC-NPCR staff, and the contractor, ICFI (**Attachment 7**), have previously performed usability testing on the web-based NPCR-PEI. Additional usability testing was performed by potential respondents who served as consultants in developing the questions, instrument, quality and validation checks, and deployment method. These consultants are representatives from the 48 NPCR funded programs (Attachment 8). The NPCR-PEI instrument is not expected to change during the next five-year funding cycle which overlaps with the requested three-year clearance period.

B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Both CDC and ICFI staff will serve as statistical consultants for the project and will analyze data collected through this project. ICFI staff will serve as the data collectors. Contact information for individuals collecting and/or analyzing data is listed below:

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