

Healthy Homes Needs Assessment for State and Local Health Departments

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Program Official/Project Officer

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Section B – Information Collection Procedures

1. Respondent Universe and Sampling Methods

Data will be collected from 40 managers of childhood lead poisoning prevention programs located within state and local health departments, from jurisdictions which are considered to have the highest risk of high blood lead levels in children (for locations, see **Attachment A: Risk by State Locality**). We anticipate that collecting information from 40 program managers—whose responsibility for program management and partner engagement require above average knowledge of the subject of interest—is sufficient to get a sense of the environment and identify themes. These participants will be best able to describe strategies and activities related to successfully incorporating environmental health initiatives into their plans to develop and implement prevention and health promotion, and to ensure more Americans have access to critical preventive health services.

2. Procedures for the Collection of Information

To schedule the interviews, the following steps will be taken:

- HHLPP will email an attached letter on CDC letterhead introducing the upcoming data collection (see **Attachment C: Introductory CDC Email**).
- The contractor will reach out to schedule the interview at an agreed upon date and time, using a doodle poll that allows participants to select times that are convenient for them if they are willing to participate (see **Attachment D: Scheduling Email**).
- The contractor will make a list of interviews for the 40 selected participants based on responses and send a confirmation email (see **Attachment E: Scheduling Confirmation Email**).
- A reminder email (see **Attachment F: Reminder Email**) will be sent to the participants the day before the interview.

Data analysis will begin upon completion of data collection. CDC staff and contractors will perform the analysis using SAS 9.3. The analysis will consist of simple descriptive statistics and qualitative analysis to understand current practices. The majority of data will be analyzed using basic descriptive analyses. Because the major purpose of this data collection is program improvement, this assessment does not anticipate needing to use complex statistical techniques.

3. Methods to Maximize Response Rates Deal with Nonresponse

The contractor will send respondents an Outlook invitation to confirm the interview date and time and contact information, and a reminder to the respondents via email the day before the interview (see **Attachment F: Reminder Email**). CDC has had an ongoing relationship with the respondents and they are highly motivated, therefore, we expect to achieve a higher than 60% participation rate.

4. Test of Procedures or Methods to be Undertaken

Questions were piloted by eight public health professionals. Feedback from this group was used to refine questions as needed, ensure accurate programming and skip patterns, and establish the estimated time required to complete the questionnaire. The average time to complete the questionnaire including time for reviewing instructions, gathering needed information and completing the questionnaire, was approximately 15 minutes. Based on these results, the estimated time range for actual respondents to complete the interview guide is 15-20 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 20 minutes) is used.

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

The team of individuals working on this information collection, including instrument development, data collection, and data analysis will consist of members of the Division of Environmental and Emergency Health Services, including:

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Also included will be:
Christina McNaughton, Ph.D.
Project Manager
SciMetrika

Rebecca Smartis, MS
Project Coordinator
SciMetrika

LIST OF ATTACHMENTS – Section B

C. Introductory CDC Email

- D. Doodle Scheduling Email**
- E. Scheduling Confirmation Email**
- F. Reminder Email**