

# Improving State and Local Vector Control Program Performance

OSTLTS Generic Information Collection Request  
OMB No. 0920-0879

## Supporting Statement – Section B

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## **Section B – Data Collection Procedures**

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

Respondent universe will consist of 20 environmental health directors and 60 program staff who work within 20 state, tribal, local or territorial (STLT) public health department vector control programs. Each of the 20 selected STLT vector control programs will be asked to provide 4 individuals to participate in each of the self-assessment groups, for a maximum of 80 total participants. The 4 individuals will include the program director and 3 staff members.

CDC and Public Health Foundation (PHF) will identify the 20 STLT participant vector control programs by contacting Environmental Public Health Leadership Institute (EPHLI) alumni who currently work in STLT environmental health departments. EPHLI participants (who are environmental public health professionals) engage in leadership workshops and are familiar with the Environmental Public Health Performance Standards (EnvPHPS) self-assessment process.

PHF and CDC will consider selection criteria of geographic location, population size served, services provided, and number of program staff. At least one vector control program will be selected from each of the following geographical regions and population size served.

- Geographic location by Health and Human Services (HHS) Regions:
  - o Region 1: CT, ME, MA, NH, RI, VT
  - o Region 2: NJ, NY, PR, Virgin Islands
  - o Region 3: DE, DC, MD, PA, VA, WV
  - o Region 4: AL, FL, GA, KY, MS, NC, SC, TN
  - o Region 5: IL, IN, MI, MN, OH, WI
  - o Region 6: AR, LA, NM, OK, TX
  - o Region 7: IA, KS, MO, NE
  - o Region 8: CO, MT, ND, SD, UT, WY
  - o Region 9: AZ, CA, HI, NV, American Samoa, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Guam, Marshall Islands, and Republic of Palau
  - o Region 10: AK, ID, OR, WA
- Population size served: the size of the population served by the STLT health department, grouped by:
  - o <50,000
  - o 50,000 – 499,999
  - o 500,000

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

To initiate the EnvPHPS self-assessments, the following steps will be taken:

- CDC and PHF will send an invitation letter by email to selected vector control programs with self-assessment materials and instructions for submitting assessment results (see **Attachment I—Invitation Email**). Participants will be given 4 weeks to complete the self-assessment.
- PHF will send a reminder email (see **Attachment J—Reminder Email**) to programs that have not conducted the self-assessment one week prior to the deadline.

The self-assessment process will last no more than three hours. The assessment process will be self-facilitated by program staff. The self-assessment group will select an individual to serve as facilitator and another as a recorder. The facilitator's role includes reading instructions and the model standards, and guiding group members in brainstorming and discussion. Using a laptop or computer, the recorder will register responses on the self-assessment instrument (Word document) and take notes of major discussion points during the self-assessment process. Programs will electronically scan completed documentation (self-assessment instrument and discussion notes) and send by email to PHF.

Once PHF and CDC receive the information, it will be analyzed by quantitative methods and qualitative thematic analyses. Analysis will be conducted with IBM SPSS Statistics 21 and Microsoft Excel. Analysis will consist of simple descriptive statistics and qualitative analysis to understand STLT vector control program capacity and current practices. The majority of data will be analyzed using basic descriptive analyses.

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

PHF and CDC will ensure selected participants are notified in advance of project activities and deadlines (see **Attachment I—Invitation Email**). PHF will also send a reminder email will be sent by email to programs that have not conducted the self-assessment one week prior to the deadline (see **Attachment J—Reminder Letter**). Because PHF and CDC will pre-select programs and confirm their commitment to the overall quality improvement initiative, the completion rate for the self-assessments should be 100% for all 20 STLT vector control programs.

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

The EnvPHPS self-assessment instrument was pilot tested by 8 public health professionals. Feedback from this group was used to refine questions as needed and establish the estimated time required to complete the EnvPHPS self-assessment instrument. The average time to complete the self-assessment for specific programs, including time for reviewing instructions, completing the instrument, and forwarding results, is approximately 120 minutes. The estimated time range for actual respondents to complete the instrument is 60-180 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 180 minutes) is used.

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

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## **LIST OF ATTACHMENTS – Section B**

Note: Attachments are included as separate files as instructed.

- I. Invitation Email**
- J. Reminder Email**