

Services and Value of State and Local Immunization Information Systems

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 Data Collection Methods

Online Data Collection Instrument

The respondent population consists of 64 state/local/territorial public health department officials acting in their capacity as immunization information system (IIS) program managers. There are 64 active grantees across 50 states, the District of Columbia, 6 United States metropolitan areas, and 8 U.S. territories (see **Attachment A**). IIS program managers possess the experience and expertise from managing the ongoing development and day-to-day operations of the IIS, as well as IIS fiscal obligations and grant expenditures to provide the information being collected in the online data collection instrument.

Interview Data Collection Instrument

The 64 IIS program managers also comprise the respondent universe for the interview data collection instrument. Due to the variation across all 64 IIS, an interview is designed to capture detailed information missed in the standardized responses collected in the online instrument. It is important for continuity to include the online data collection respondent, IIS program manager, in the interview data collection instrument as well. To this end the second data collection will include each of the 64 IIS program manager and the immunization program manager who has specific knowledge on programmatic and business operations of the Immunization Program. Based on experience in the pilot, the interview data collection instrument will include both the IIS program manager and immunization program manager making a total of 128 respondents across the 64 IIS grantees.

2. Procedures for the Collection of Information

Online Data Collection Instrument

Data will be collected through Survey Monkey and distributed to all individuals who comprise the respondent universe. The online data collection instrument consists of 27 questions of various types, including multiple response and open-ended. An introductory e-mail notification (**Attachment I – Introductory Email**) will be sent to all IIS program managers 2 weeks in advance of data collection informing them of the planned assessment, the link to the assessment and announcing the dates the assessment will be administered. The online data collection instrument will remain open for a period of 3 weeks to allow ample time for completion by respondents. A reminder e-mail (**Attachment L- Reminder Email**) will be sent to those who have not responded 1.5 weeks into the open period.

Interview Data Collection Instrument

Data will also be collected through an interview with all individuals who comprise the respondent universe. An introductory e-mail notification (**Attachment J- Interview Request**) will be sent to IIS program managers 3 weeks in advance informing them of the planned assessment and a Doodle Poll link to assess their availability. A second email notification (**Attachment K - Confirmation Email - Interview**)

will be sent 2 weeks ahead of data collection that will provide the respondents with a list of questions, inform respondents of the potential data sources they may need to complete the assessment, and confirm the date for the interview data collection.

3. Methods to Maximize Response Rates and Deal with Nonresponse

An introductory email and an advance notification email will be sent 3 and 2 weeks prior to data collection to provide respondents adequate time to prepare and reserve time to participate. To reduce burden on the respondents, CDC will review which IIS have responded to the online instrument, and send a reminder e-mail only to those who have not yet completed the online data collection halfway through the collection period. A reminder email will be sent to IIS program managers who have not responded to maximize response rate (**Attachment L**). Only one e-mail reminder will be sent to each non-responder.

Staff will review which IIS have responded to the Doodle Poll with selected dates that are convenient to be interviewed. For non-responsive respondents, the team will call the listed IIS program manager to inquire further about the respondents' willingness to participate. CDC will then send a follow up email, with the interview date, to those who choose to participate (**Attachment K**).

4. Test of Procedures or Methods to be Undertaken

A pilot test of the online data collection instrument was performed with 9 of the 64 IIS program managers. In the pilot test, the average time to complete the assessment, including time for reviewing instructions, gathering needed information, and completing the online assessment, was approximately 45 minutes. For the purposes of estimating burden hours, we have calculated 45 minutes (i.e., 30 minutes of survey execution time plus 15 minutes of preparation time).

A pilot test of the interview data collection instrument was performed with 9 of the 64 IIS program managers. Based on these results, the estimated time range for actual respondents to complete the interview process is 2 hours, 1.5 hours for the interview and 30 minutes for preparation. The upper limit of this range (i.e., 2 hours) is used for completion of the entire interview.

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

The following individual was consulted to provide advice about the design of these data collection activities:

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Operations Research Analyst
Centers for Disease Control and Prevention
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The team of individuals working on this information collection, including instrument development, data collection, and data analysis will consist of team members, as listed in Table B-5.

Staff Responsible for Instrument Design, Data Collection, and Analyses

The entire IIS-ESV team will participate in the collection of data via the online data collection and telephone interview data collection instruments.

Table B-5: IIS-ESV Project Team

Name	Organization	Telephone #	Email
Jeffrey Toole	Offspring Solutions	(703) 801-0144	jtoole@offspringsolutions.com
Tracy Culbreath	Offspring Solutions	(678) 855-6864	tculbreath@offspringsolutions.com
Anne Cordon	Offspring Solutions	(619) 370-9019	acordon@offspringsolutions.com
Terry Njoroge	Offspring Solutions	(404) 952-8444	tnjoroge@offspringsolutions.com
Robert Rosofsky	Offspring Solutions	(617) 680-1149	rrososky@offspringsolutions.com
Jeff Perkowski	Accenture	(678) 458-3822	jeffrey.l.perkowski@accenturefederal.com
Yagil Kehati	Accenture	(973) 735-4863	yagil.kehati@accenturefederal.com
Lauren Buethe	Accenture	(602) 791-8320	lauren.e.buethe@accenturefederal.com
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LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

- I. Introductory Email**
- J. Interview Request**
- K. Confirmation_ Interview**
- L. Reminder Email**