

# **Public Health Emergency Law Competencies for Mid-Tier Public Health Professionals**

OSTLTS Generic Information Collection Request  
OMB No. 0920-0879

## **Supporting Statement – Section B**

Submitted: September 23, 2014

### **Program Official/Project Officer**

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## **Section B – Information Collection Procedures**

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

The respondent universe includes two populations: (1) 1,393 state, local, tribal or territorial (STLT) health department staff with emergency preparedness and response program responsibilities, as provided in distribution lists maintained by the CDC Office of Public Health Preparedness and Response's Division of State and Local Readiness and (2) 129 STLT public health attorneys providing counsel to STLT public health agency staff identified through a roster maintained by the Public Health Law Program and rosters for the Association of State and Territorial Health Officials and National Association of County and City Health Officials STLT preparedness legal workgroups. Only those persons contained in the aforementioned lists who have STLT health department email address domains were counted as STLT personnel and attorneys. As such, the total potential respondent universe is 1,522 respondents.

This is the first time this data collection has been performed. Based upon an examination of the response rates of similar studies, we anticipate a response rate of 80% or higher for this data collection. Any variation from the estimated *N* will be noted in the information collection instrument results and reports.

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

Respondents will be recruited through an invitation email (see **Attachment F – Invitation Email**). Only those persons contained in the aforementioned lists who have STLT health department email address domains were counted as STLT personnel and attorneys. This email will contain instructions for participating and a link to the online information collection instrument and informed consent form. Eligible respondents include STLT public health-related agency officials and employees engaged in public health emergency preparedness and attorneys representing STLT agencies. The instrument will utilize skip patterns to ensure that only the aforementioned eligible respondents (STLT personnel with public health emergency responsibilities) partake in the data collection.

Data will be collected via Survey Monkey, a web-based questionnaire allowing respondents to complete and submit their responses electronically. This method was chosen to reduce the overall burden on respondents. The information collection instrument was designed to collect the minimum information necessary for the purposes of this project (i.e., limited to 10 instrument questions).

The information collection instrument will remain open for 10 business days to allow ample time for respondents to complete the information collection instrument. Reminders will be emailed on day 7 of the information collection instrument. Reminders will only be used for non-respondents (see **Attachment G – Reminder Email**).

This information collection instrument will be administered one time as an assessment of the Legal Preparedness Competencies. The CDC Public Health Law Program will collect and maintain

information collection instrument data. Information collection instrument data collected by the lead staff will be transferred to an Excel spreadsheet for conducting basic descriptive analyses and for producing data charts and tables for reporting.

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

A reminder email (see **Attachment G – Reminder Email**) will be sent to non-respondents 3 days before the end of the data collection to increase response rates. Additionally, lead staff will monitor the number of respondents excluded from the assessment because they are not STLT public health-related agency staff by way of skip patterns (respondents who identify as non-STLT employees are immediately skipped to the end of the instrument). Such respondents should be minimal because all email lists were reviewed and any email addresses that contained non-STLT domains were removed from the list of respondents. The information collection instrument will be open for 10 business days. Higher response rates will yield more reliable information; however, no scientific inferences will be made.

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

The evaluation will be conducted remotely. The information collection instrument questions were reviewed by members of the Public Health Law Program and by CDC partners to ensure content and readability is appropriate. The web-based version of the questionnaire was pilot tested by 6 CDC public health practitioners. Feedback from this group was used to refine questions as needed, ensure accurate programming, and establish the time required to complete the instrument. In the pilot test, the average time to complete the instrument including time for reviewing instructions, gathering needed information and completing the instrument, was approximately 5 minutes. Based on these results, the estimated time range for actual respondents to complete the instrument is 4-6 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 6 number 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.

**F. Invitation Email**

**G. Reminder Email**