

Supporting Statement: Part B

**Using Traditional Foods and Sustainable Ecological Approaches for
Health Promotion and Diabetes Prevention in
American Indian/Alaska Native Communities**

OMB No. 0920-0889

Revision Request

February 27, 2014

Submitted by:

Captain Larry Alonso, USPHS
Division of Diabetes Translation
Native Diabetes Wellness Program
National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention
4770 Buford Highway, NE
MS F-75
Atlanta, GA 30341
Telephone: 770-488-5354
Fax: 770-488-5966
Email: LAlonso@cdc.gov

Table of Contents

Part B. Collection of Information Employing Statistical Methods

- B.1 Respondent Universe and Sampling Methods
- B.2 Procedures for the Collection of Information
- B.3 Methods to Maximize Response Rates and Deal with Non-response
- B.4 Tests of Procedures or Methods to be Undertaken
- B.5 Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Attachments

- 1 Authorizing Legislation
- 2 Federal Register Notice
- 3 List of Awardees/Respondents
- 4 Traditional Foods Shared Data Elements
 - a. SDE Data Collection Instrument
 - b. Advance Notification Letter to Awardees
 - c. Cover Email to Awardees
- 5 Example Story

Part B - Collection of Information Employing Statistical Methods

B.1 Respondent Universe and Sampling Methods

Respondents are the 16 Tribes and Tribal organizations currently funded under DP 13-1317, the Traditional Foods (TF) cooperative agreement for the period October 1, 2013 - September 30, 2014 (see **Attachment 3**). The purpose of the information collection is to develop a complete inventory of activities and products supported through this funding mechanism. Sampling methods are not applicable. A complete inventory of activities and outcomes would not be produced by collecting information from a subset of awardees.

B.2 Procedures for the Collection of Information

Each awardee allocates 10% of its TF budget to support a program evaluator, who is responsible for implementing a local program data collection plan and for collecting data to describe awardee activities. During the period of this Revision request, each awardee will submit one Shared Data Elements (SDE) report to CDC in Fall 2014 (**Attachment 4a**). Awardees will receive advance notification of the requirement by letter (**Attachment 4b**). Information will be collected electronically using Survey Monkey, a well-known, on-line survey tool. The NDWP will assign a Survey Monkey username and password to each awardee, which will be provided by email (**Attachment 4c**). The SDE report utilizes a simple user interface that employs skip-logic patterns and routes respondents efficiently to the appropriate questions. NDWP staff at CDC will download the SDE data from Survey Monkey to an Excel spreadsheet for aggregation and analysis.

B.3 Methods to Maximize Response Rates and Deal with Non response

Participation in the program monitoring and data collection activity is a condition of cooperative agreement funding, therefore, CDC expects 100% participation. CDC will provide training and technical support, as needed, to awardees that need support in order to fulfill their program data collection objectives and submit SDE reports to CDC.

B.4 Tests of Procedures or Methods to be Undertaken

CDC plans to obtain feedback from awardees prior to implementing full-scale information collection. First, a draft copy of the SDE form will be circulated to awardees for comment (see **Attachment 4b**). If needed, data elements or procedures will be modified to improve clarity or ease of use.

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

The CDC staff involved in the information collection includes:

L. “Dawn” Satterfield – Project design

Phone: 770-488-5285

Email: [LSatterfield @cdc.gov](mailto:LSatterfield@cdc.gov)

Lemyra DeBruyn – Project design, data collection, and data analysis

Phone: 505-232-9906

Email: LDebruyn@cdc.gov

Larry Alonso – Project Officer

Telephone: 678-914-3148

Email: LAlonso@cdc.gov

Melinda Frank – Data collection

Telephone: 505-232-9906

Email: MFrank1@cdc.gov