

# **Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0920-1026)**

## **TITLE OF INFORMATION COLLECTION:**

Web-based and paper-based Ebola Treatment Unit (ETU) Training Course Evaluation

## **PURPOSE:**

As part of a comprehensive and coordinated response to the 2014 Ebola outbreak in West Africa, the Centers for Disease Control and Prevention (CDC) has developed a 3- day training course for licensed clinicians intending to work in an Ebola Treatment Unit (ETU) in West Africa. The primary purpose of the course is to ensure that clinicians intending to provide medical care to patients with Ebola have sufficient knowledge of the disease and its transmission routes to work safely and effectively in a well-designed ETU. Through this course, CDC is providing an important service by preparing clinicians intending to deploy in response to the current Ebola outbreak.

The purpose of the course evaluation is to ensure that training and learning objectives are met. If deploying clinicians do not feel adequately prepared to work safely in an ETU in West Africa, then the course curriculum and/or training methods need to be modified to better achieve the objective. There is a course evaluation for each day of the 3 day course due to the diversity of the content and to ensure that each participant is meeting the day’s objectives and goals to ensure safety. The information gathered will be used to evaluate the activities of the course including the quality of the training lectures and exercises. The information gathered from course participants will be done in 1 of 2 ways. The primary method of information gathering is the use of a web-based data collection system. The course participants will be given a URL link to the course evaluation (See Attachment A) at the end of each day of the 3 day course. If there are difficulties accessing the URL at the course facility, a paper version of the course evaluation form will be available for participants to complete. The collected data are qualitative in nature and pertain to this particular training course. The web-based data collection system has been developed to enable the course staff to efficiently collect the data, analyze the data, and allow effective decision-making.

This application for a GenIC for the CDC ETU training course is intended to replace the previously approved course evaluation because the method of data collection is changing and some of the course content has been updated. The 3-day training course content has been revised since its implementation in October 2014. Through evaluation and feedback from instructors and students, the order of the lectures/exercises and the content have changed and are reflected in the session titles in the daily course evaluations that are attached (Attachments B-G). Wording of some questions in the daily evaluations have been revised to correct spelling and grammatical errors. In addition, the total burden hours have increased to account for the change in course content each day and the amount of time it is taking for course participants to complete the written surveys.

## **DESCRIPTION OF RESPONDENTS:**

The respondent pool includes each course participant. These respondents include federal government employees as well as individuals, such as clinicians, from the general public. Federal employees are not accounted for in the burden as they are acting within the scope of their employment.

## **TYPE OF COLLECTION:** (Check one)

Customer Comment Card/Complaint Form

Customer Satisfaction Survey

- Usability Testing (e.g., Website or Software)  
 Focus Group

- Small Discussion Group  
 Other: \_\_\_\_\_

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

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To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Applicable, has a System or Records Notice been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals Day 1	400	10/60	67
Individuals Day 2	400	10/60	67
Individuals Day 3	400	10/60	67
<b>Totals</b>			201 hours

**FEDERAL COST:** The estimated annual cost to the Federal government is \$13,862 (data analysis: GS-11;step 1 (29.03/hr \* 8hr/wk\*26 wks = \$6,038) and survey development, programming, testing, and review and OMB package development (GS-14; step 1 (48.90\*40 hr/wk \* 4 wks = \$7,824).

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  Yes  
 No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The respondent universe includes all course participants. There is no sampling.

### **Administration of the Instrument**

1. How will you collect the information? (Check all that apply)  
 Web-based or other forms of Social Media  
 Telephone  
 In-person  
 Mail  
 Other, Explain
2. Will interviewers or facilitators be used?  Yes  No

Attachment A – Notification slides: Day 1, 2, and 3 Ebola Treatment Unit (ETU) Training Course Evaluation

Attachment B – Screen shot: Day 1 Ebola Treatment Unit (ETU) Training Course Evaluation

Attachment C – Screen shot: Day 2 Ebola Treatment Unit (ETU) Training Course Evaluation

Attachment D – Screen shot: Day 3 Ebola Treatment Unit (ETU) Training Course Evaluation

Attachment E – Paper version: Day 1 Ebola Treatment Unit (ETU) Training Course Evaluation

Attachment F – Paper version: Day 2 Ebola Treatment Unit (ETU) Training Course Evaluation

Attachment G – Paper version: Day 3 Ebola Treatment Unit (ETU) Training Course Evaluation