

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

TITLE OF INFORMATION COLLECTION:

Follow-Up_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 course is conducted in a mock ETU environment where students apply infection prevention and control principles in activities that simulate triage, care, and transport of Ebola patients. 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.

This follow up course evaluation is part of CDC’s effort to assess the quality and effectiveness of the training course and to determine how useful the training was to those deployed to work in a real ETU in West Africa (See Attachment A). The feedback obtained in this follow-up evaluation will help CDC assess how having completed this course prepared participants for their work in a real ETU in West Africa and how the course might be improved.

The information gathered will be used to evaluate the activities of the course including the quality of the training lectures and exercises. The follow up course evaluation will be distributed through a web-based data collection system. 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 in order to make the necessary improvements to the course content. The course participants will be invited by email 3 months after completing the ETU course and provided a URL link to the follow-up course evaluation (See Attachment B). Participants will be given 2-weeks to complete the follow up evaluation. A reminder email will be sent to participants one week prior to the deadline for completing the follow-up course evaluation (See Attachment C). The Ebola Medical Care Task Force Infection Control Training team will send the email invites and reminder email to course participants.

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)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> 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.

Name: Deborah Gould (dgv8)

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [] Yes [X] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [] Yes [X] 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 [x] No

BURDEN HOURS

The average time to complete the instrument including time for reviewing instructions, gathering needed information, and completing the instrument is approximately 10 minutes.

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals	400	10/60	67
Total			67 hours

FEDERAL COST:

No additional costs to the federal government other than regular staff time.

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? [x] 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 – Follow Up Ebola Treatment Unit (ETU) Training Course Evaluation

Attachment B – Email Invitation_ Follow Up Ebola Treatment Unit (ETU) Training Course Evaluation

Attachment C – Email Reminder_ Follow Up Ebola Treatment Unit (ETU) Training Course Evaluation