

Supporting Statement B

State Agency Interviews about Residential Care Facilities Licensed to Exclusively Serve Residents with Intellectual and Developmental Disabilities for the National Study of Long-Term Care Providers

**Generic IC:
Developmental Studies to Improve the National Health Care Surveys
OMB No. 0920-1030
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B. Collections of Information Employing Statistical Methods

1. Respondent Universe and Sampling Methods

The information will be collected from state government representatives (this may be a director of a state agency, department or unit, policy analyst or supervisor) in each of the 50 states and the District of Columbia of agencies that regulate residential care facilities that exclusively serve persons with intellectual and developmental disabilities (IDD). The contact information for each state regulatory agency and its director will be obtained based on our internet searching of publicly available information. This is a census; no sampling methods apply.

2. Procedures for the Collection of Information

The first step in the data collection process is a telephone call to state agencies to verify the preliminary contact information (e.g., work telephone and email) for the state government representatives that we obtained from searching state agency websites (Attachment B)

Using the verified work contact information, we will then email an advance package that includes a cover letter from NCHS (Attachment C) stating the purpose and importance of the interview, noting that they will be called shortly to schedule an interview, and indicating the agenda for the call. The emails will be tracked to ensure that it was delivered to the contact. For those that are returned, we will call the agency and get clarification on the email address and resend. If we receive a response that directs us to another representative in the state, we will send a new package to that person via email and restart the process of contacting them using the previously described steps.

Within a week of emailing the advance package, we will begin to contact these government representatives at state agencies by telephone using a scheduling script (Attachment D) to set up the interviews.

We will use a semi-structured protocol (Attachment E) for the interviews. The data to be collected from these state government representatives, which constitute the agenda for the calls with them, include (1) confirming that we have identified the appropriate licensure categories of residential care facilities within each state that serve adults with IDD and meet the NSLTCP definition and (2) for each relevant licensure category, obtain information about the availability of a listing of licensed facilities, what data is included on the listing, how current the listing is, and how to obtain the listing. A thank you letter will be emailed after we have completed the interview with the state government representatives (Attachment F).

No personal information will be collected from the state government representatives about themselves. The information that the state government representatives provide will be used exclusively for statistical purposes and will be kept confidential. Individual state government representative responses will not be released to the public.

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

To maximize response rates, NCHS will use these procedures:

- The first step in the data collection process is a telephone call to state agencies to verify the preliminary contact information (e.g., work telephone and email) for the state government representatives that we obtained from searching state agency websites (Attachment B)
- The advance package emails (using emails verified by calling the state agencies) will be tracked to ensure they are delivered to the contact. For those that are returned, we will call the agency and get clarification on the email address and resend. If we receive a response that directs us to another representative in the state, we will send a new package to that person via email and restart the process of contacting them using the previously described steps.
- Within a week of emailing the advance package, we will begin to contact these government representatives at state agencies by telephone using a scheduling script (Attachment D) to set up the interviews.

We will also use the refusal aversion techniques described below.

Robust email materials. The advance package email conveys the legitimacy of this project and helps respondents understand the relevance and importance of this project (Attachment C).

Low burden. We estimate that it will take no more than 40 minutes total on average to participate in an interview (5-minute contact information verification call, 5-minute interview scheduling call, and 30-minute interview).

4. Tests of Procedures or Methods to be Undertaken

The procedures we plan to use are similar to what we have used when contacting state government representatives to develop the most recent frame of state-regulated residential care facilities which was developed for use in the 2016 National Study of Long-Term Care Providers (NSLTCP) (OMB No. 0920-0912, Discontinued 05/11/2016).

Information from the state government representatives is not intended to produce statistical estimates. Results will be used to inform the development of the 2018 frame.

We will treat the first two state government representative interviews as a pretest and make modifications, if necessary.

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

The following government employee is responsible for oversight on the design and implementation of this collection:

NCHS

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RTI International is NCHS' contractor for this IDD-exclusive residential care facility developmental work to inform the 2018 NSLTCP residential care frame, including IDD-exclusive residential care facilities. The following RTI person oversees this contract:

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Attachments

Attachment A: Non-Human Subjects Research Determination
Attachment B: Contact Information Verification
Attachment C: Advance Package NCHS Cover Letter Email
Attachment D: Telephone Scheduling Script
Attachment E: Telephone Interview Protocol
Attachment F: Thank you email