

**“A Professional Development Needs Assessment to Improve Implementation of HIV/STD,  
Teen Pregnancy Prevention Services”**

0920-NEW

Supporting Statement A

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## Supporting Statement

### Section

#### A. Justification

##### 1. Circumstances Making the Collection of Information Necessary

The Centers for Disease Control and Prevention (CDC) requests a 3-year approval for a new information collection entitled, “A Professional Development Needs Assessment to Improve Implementation of HIV/STD, Teen Pregnancy Prevention Services”. The purpose of this project is to perform a formative assessment of the capacity building, training and technical assistance needs of SEA/LEA/NGO organizations funded under cooperative agreement PS13-1308 (*Promoting Adolescent Health through School-Based HIV/STD Prevention and School-Based Surveillance*) and to develop a plan and training to address those professional development needs.

#### Background

The National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention, Division of Adolescent and School Health (DASH) through FOA PS-13-1308 is funding 19 state education agencies (SEA) and 17 local education agencies (LEA) to do HIV/STD teen pregnancy prevention in the education setting. Under the same cooperative agreement 6 Non-Governmental organizations (NGOs) are being funded to provide professional development, training and technical assistance to these 36 agencies in the major approach areas of Exemplary Sexual Health Education, Sexual Health Services, Safe and Supportive Environments, and Policy. In addition, a contractor, ETR, is being funded to provide assistance with the development and offering of effective and efficient professional development training and technical assistance.

As part of this contract, a needs assessment is required to gauge the skill level and needs of the funded agencies.

The contractor is charged with conducting an organizational needs assessment so that a plan which will include training goals and objectives as well as sequencing can be developed to tailor training and technical assistance activities to the specific needs of the SEA/LEA/NGO.

Findings from this proposed organizational needs assessment will be used by ETR, funded NGOs, and CDC-DASH to ensure that professional development training and technical assistance is provided in the most effective and efficient manner. A plan for professional development training and technical assistance will be developed based on these findings. The Division of Adolescent and School Health (DASH) will be able to refine their approach to conceptualizing and providing professional development training and technical assistance to all grantees in the most cost-effective manner possible.

This information collection is sponsored by CDC as part of the capacity building for grantees (SEA/LEA/NGO) funded under the cooperative agreement. CDC has provided guidance and facilitation in the development of the survey tool (see appendix 3), which will be utilized by the contractor. The results of this survey will be used to develop other tools such as resources and training that the contractor will provide for grantees. This collaboration will increase the

efficiency and effectiveness of local and state education agencies providing professional development and capacity building around HIV prevention in schools and school districts.

The SEA\LEA Needs Assessment Tool (**Attachment 3**) will be administered on-line to 36 organizations (local and state education agencies); to assist with developing plans for the training and technical assistance needed for them, and the priority schools and school districts they work with as part of PS13-1308 cooperative agreement. The survey will be timed to ensure that the burden on grantees is minimized in light of their other reporting of project activities. For example, evaluation data being collected is due March 1. This collection, if approved, will take well before that. If for some reason, the survey is delayed, then it would wait until data collection is over for the evaluation. The needs assessment is voluntary and no personally identifiable information will be collected. The estimated schedule for completion is within six months of approval.

This collection responds to the statutes authorizing this type of data collection (Section 301 of the Public Health Service Act (42 U.S.C. 241) and Section 306 a& b (section a), emphasizing the use of data collection of public and non-profit entities by the Department of Health and Human Services (DHHS) (**Attachment 1**).

#### Privacy Impact Assessment

The completed SEA/LEA Needs Assessment Tool will be uploaded and stored in a database by the contractor through a system that meets Certification and Accreditation in accordance with Title II of the E-Government Act of 2002.

Each uploaded organizational needs assessment will include the name of the SEA/LEA/NGO funded under cooperative agreement PS13-1308, the agency's address, and business contact information for the lead program contact. This information will be stored based on current standards made accessible to them by the CDC and in compliance with the Office of the Chief Information Security Officer (CDC/OCISO) requirements. An assigned password will be required to gain access to the database.

Only key contractor staff (data analysis lead, and three capacity building providers), NGOs, and key CDC staff (e.g., project officers, subject-matter experts, team leaders, project lead) will have access to the data. Data will be retained for the duration of the cooperative agreement. It will be destroyed after the completion of the agreement.

#### 2. Overview of the data collection system

This information collection is being done to support cooperative agreement PS13-1308. Six NGOs funded under this cooperative agreement are required to provide capacity building through training and technical assistance to the SEA/LEA funded under the cooperative agreement. In addition, a contractor, ETR, is funded through contract #200-2013-f-57593 to provide training and technical assistance and administer the Needs Assessment Tools.

Grantees will be assessed on their ability to carry out six professional development practices that CDC-DASH promotes for effective professional development, training, and technical assistance which is critical to be able to implement the cooperative agreement requirements.

The six professional development practices are:

1. Sustain a Professional Development Infrastructure
2. Design Professional Development Offerings
3. Market Professional Development Services
4. Deliver Professional Development
5. Provide Follow-up Support
6. Evaluate Professional Development Services

The contractor, ETR, will conduct the organizational needs assessment by sending an introductory e-mail along with the link to the survey instrument (**Attachment 3**) to all sites using Survey Gizmo software. The instrument was developed in collaboration with CDC.

Data Collection Process:

- An introductory e-mail (**Attachment 4**) will be sent to all grantees with the link to the survey.
- After one week, a reminder e-mail (**Attachment 4a**) with the link to the survey will be sent.
- For any non-respondents after two weeks, Project Officers will remind grantees on a regular monthly conference call to fill out the survey. (**Attachment 5**)

Data will be collected from 36 state and local education agencies (SEA/LEA) and six (6) non-Governmental Organizations (NGO), funded under cooperative agreement PS13-1308. No statistical methods will be used to select respondents. Respondents will include agency staff involved in the HIV prevention program, primarily the project coordinator. The data will be submitted to the contractor for analysis via SPSS with a final report developed. The finalized documents will be accessible to authorized users, including the SEA/LEA themselves, the contractor and NGO as training and TA providers, and CDC staff. No sampling procedures will be used and basic analysis such as frequency tables, charts and graphs will be used.

#### Items of Information to be collected

The Needs Assessment Tool (**Attachment 3**) is a web-based tool that contains questions related to the provision of effective professional development, a critical element of the cooperative agreement as well as a few questions related to infrastructure for the implementation of the cooperative agreement. This information will then be prioritized as trainings are developed and planned.

In addition to program-specific questions, contact information for each of the 42 CDC-funded SEA/LEA/NGO will be included. This contact information includes the name, address, and phone number of the agency, in addition to the names and business phone numbers of lead program staff. This information will be maintained until the end of the cooperative agreement in July 2018 when it will be destroyed.

#### Identification of Website(s) and Website Content Directed at Children Under 13 Years of Age.

This data collection does not involve Website or Website content directed at children under the age of 13.

No individually identifiable information will be collected.

## **2. Purpose and Use of the Information Collection**

The purpose of this project is to assess the capacity building, training and technical assistance needs of SEA/LEA/NGO funded under cooperative agreement PS13-1308 and to develop a plan and training to address those needs. The outcome of the assessment process will contribute to the capacity building of SEA/LEA to effectively provide targeted, high quality professional development to school district and school staff in 36 jurisdictions to help them implement, monitor, evaluate, and sustain their CDC-funded HIV prevention programs. Specifically ETR will:

- (1) Assess the training and TA needs of 36 SEA/LEA funded and nine NGO under PS13-1308
- (2) Develop a report that prioritizes these training and TA needs
- (3) Work with the NGOs and CDC to determine the most appropriate ways to deliver effective training and technical assistance.

The proposed information collection will benefit the Centers for Disease Control and Prevention by providing the information needed to effectively and efficiently provide professional development training and technical assistance on the provision of effective professional development. This will ensure that funded grantees use research informed methodology to provide training and technical assistance to school district and school staff.

Without this information, the CDC's ability to ensure that grantees have the capacity do effective professional development on the approaches for the FOA with their targeted districts and schools will be impaired.

### Privacy Impact Assessment Information

The Privacy Act does not apply since the proposed information collection will have little or no effect on the privacy of the respondents representing their agencies. The organization (and not the individual) will be the unit of analysis. This is not a research project. "No individually identifiable information will be collected."

## **3. Use of Improved Information Technology and Burden Reduction**

4. ETR will send an electronic version of the organizational needs assessment tool (**Attachment 3**) via e-mail using organizational contact information. The survey will be programmed in Survey Gizmo to allow for easy completion. **Efforts to Identify Duplication and Use of Similar Information**

Before the project was initiated, it was determined that beyond analyzing the information contained in the applications for funding, that there is no other source of this information.

DASH is unique in our work with SEA/LEA and no other federal agencies work in the sexual health arena on the provision of effective and efficient professional development with these agencies.

The information to be collected is unique and specific to the training and technical assistance needs of Cooperative Agreement 13-1308.

**5. Impact on Small Business or Other Small Entities**

No small businesses will be involved in this data collection.

**6. Consequences of Collecting the Information less Frequently**

The comprehensive organizational needs assessment will be conducted twice during the five-year cooperative agreement to ensure that needs are being met and that new needs are identified. We will develop and administer the needs assessment, analyze the data, prioritize, develop and plan training to meet the identified needs and deliver this training. A new Gen-IC will be submitted to cover future data collection.

Not collecting this information would hinder the NGO and the contractor and CDC's ability to: (1) ascertain the actual needs of SEA/LEA (2) adequately plan to address those needs according to the program requirements (3) proactively respond to SEA/LEA needs in a timely fashion so that CDC-funded CBOs can plan, implement, evaluate and sustain their HIV/STD teen pregnancy prevention programs.

**7. Special Circumstances relating to the Guidelines of [5 CFR 1320.5](#)**

This request fully complies with the guidelines of 5 CFR 1320.5.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

A 60 day notice to solicit public comments was published in the Federal Register on April 10, 2014, Vol. 79, No. 69 (**Attachment 2**). One non-substantive public comment was received (**Attachment 2a**).

No efforts were made to consult with others outside of the agency. The development of training and technical assistance projects have been successfully conducted by branch staff in the past.

**9. Explanation of Any Payment or Gift to Respondents**

The assessment of capacity building needs and the provision of training and technical assistance is an important element in executing the requirements of the cooperative agreement. Respondents will not receive any payment or gift for participation in this data collection.

**10. Assurance of Confidentiality Provided to Respondents**

Certificates or Assurance of Confidentiality do not apply for this project.

This submission has been reviewed by CDC, who determined that the Privacy Act does not apply because no personal identifiable information is being collected.

This project was determined not to be research involving human subjects and therefore, IRB approval was not required.

**Privacy Impact Assessment Information**

This information collection is not subject to the Privacy Act because we are not collecting personally identifiable data.

**11. Justification for Sensitive Questions**

The proposed information collection does not contain questions of a sensitive nature. This information collection addresses organizational issues related to capacity for planning, implementing, evaluating, and sustaining HIV prevention programs in the school setting.

**12. Estimates of Annualized Burden Hours and Costs**

The organizational needs assessment tool (**Attachment 3**) will be used to assess the capacity of 36 SEA/LEA and 6 NGO. These 42 respondents will provide one response each. The survey is estimated to take maximum of 1 hour for a total of 42 burden hours. There is no cost to respondents other than their time.

Exhibit 12.A: Estimate of Annualized Burden Table

<b>Type of Respondents</b>	<b>Form Name</b>	<b>Number of Respondents</b>	<b>Number of Responses per Respondent</b>	<b>Average Burden per Response (in hours)</b>	<b>Total Burden (in hours)</b>
SEA/LEA Project Coordinator	SEA/LEA/NGO Needs Assessment	36	1	1	36
NGO	SEA/LEA/NGO Needs Assessment	6	1	1	6
Total		42			42

**B.** Annualized cost to respondents for the burden hours is provided in Exhibit A.12.B. The estimates of hourly wages were obtained from the 2012 figures from Department of Labor [http://www.bls.gov/oes/current/oes\\_nat.htm#00-0000](http://www.bls.gov/oes/current/oes_nat.htm#00-0000) reflecting the average hourly wage for educational administrators. For the NGOs the cost was estimated based on the average salary for management occupations. The estimated annualized cost to SEA/LEA/NGO respondents is \$1273.



Exhibit 12.B: Estimated Annualized Burden Costs

Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Cost
SEA/LEA/NGO Project Coordinator	36	\$ 39.37	\$1417.32
NGO	6	\$43.46	\$260.76
Total	42		\$1678.08

**13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers**

There are no other costs to respondents.

**14. Annualized Cost to the Federal Government**

The annualized cost to the government is estimated to be \$72, 784. The project is funded through a contract with ETR for the actual development, programming, analysis and reporting of the needs assessment. A Health Education Specialist will spend .05 of her time to provide guidance and oversight to ETR.

Exhibit 14.A: Estimates of Annualized Costs to the Federal Government.

Expense Type	Expense Explanation	Annual Costs (dollars)
Direct Cost to the Government	CDC Health Education Specialist(GS-13, .05 FTE)	\$ 5,613
	Contractor (development, programming, administration, reporting)	\$67,171
	<b>TOTAL COST TO THE GOVERNMENT</b>	<b>\$72,784</b>

Salary estimates were obtained from the OPM salary scale (<http://www.opm.gov/>).

**15. Explanation for Program Changes or Adjustments**

This is a new data collection.

**16. Plans for Tabulation and Publication and Project Time Schedule**

Exhibit 16.A: Project Time Schedule

Activity	Time Schedule
Administration of Survey	Within 1 month after receiving OMB approval
Analysis begins	Within 2 months after receiving OMB approval

Dissemination of results	Within 5 months after receiving OMB approval
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**17. Reason(s) Display of OMB Expiration Date is Inappropriate**

The display of the OMB expiration date is not inappropriate.

**18. Exceptions to Certification for Paperwork Reduction Act (PRA) Submissions 5CFR 1320.3(h)(1)-(10)**

There are no exceptions to the certification.

**References**

1. Centers for Disease Control and Prevention. *HIV Surveillance Report, 2012*; vol. 22. <http://www.cdc.gov/hiv/topics/surveillance/resources/reports/>. Published March 2012. Accessed July 21, 2012.
2. Weinstock H, Berman S, Cates W Jr. Sexually transmitted diseases among American youth: incidence and prevalence estimates, 2000. *Perspect Sex Reprod Health*. 2004;36(1)6-10.