

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

OMB No. 0920-NEW

Supporting Statement B

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Mary Schauer, MSPH, Project Officer
Centers for Disease Control and Prevention
National Center for HIV/AIDS, Viral Hepatitis, STD, and TB
Prevention
Division of Adolescent and School Health
Program Development and Services Branch
1600 Clifton Rd., MS E-75
Atlanta, GA 30329
Phone: 404-718-8261
Fax: 404-639-6127
Email: mes9@cdc.gov

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B. Collections of Information employing statistical methods

Contractor staff from ETR associates will use Survey Gizmo to conduct a voluntary needs assessment data collection from grantees funded under cooperative agreement # PS 13-1308, Strategies 2 & 3. The information collected has to do with organization needs for professional development and training. Simple frequency distributions in table and chart format will be used to analyze the data which will be used to guide professional development and training for these funded sites.

1. Respondent Universe and Sampling Methods

No statistical sampling will be used. All funded sites, (42), funded under Cooperative Agreement # PS 13-1308, Strategies 2 & 3 will be sent the survey. These include State Education Agencies (SEA), Local Education Agencies (LEA) and Non-Governmental Organizations (NGO). The response rate is expected to be close to 100% because the respondents and contractor are funded CDC funded.

2. Procedures for the Collection of Information

Data collection methods

The contractor, ETR will send out an introductory e-mail with the link to the survey (**Attachment 4**). One subsequent reminder e-mail will be sent (**Attachment 4a**). Any non-respondents will be reminded during regularly scheduled phone calls with Project Officers, (**Attachment 5**).

ETR, funded under contract# 200-2013-F-57593, will distribute the survey via Survey Gizmo, collect, clean, and analyze the data and provide a report to CDC. The survey respondents are all those funded under Cooperative Agreement # PS 13-1308, Strategies 2 & 3.

Data Transmittal

Data will be collected, stored and transmitted on a system that has current IT Compliance and Assurance from CDC.

3. Methods to Maximize Response Rate and Deal with Nonresponse

Funded sites will be sent the survey via Survey Gizmo and at least two reminder e-mails will be sent prior to closing the survey. Project officers will also remind grantees to fill out the survey as an agenda item on routine monthly conference calls. Because all respondents are also funded grantees, it is expected that the response rate will be close to 100%.

4. Tests of Procedures or Methods to be Undertaken

Initial analysis of the needs assessment data will be conducted using Survey Gizmo features. It is anticipated that results will be reported in a descriptive manner using frequency distributions, and at a minimum, stratifying the data by organizational type (e.g., SEA, LEA). When necessary, data will be imported into SPSS for more advanced examination.

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

Contract staff listed below designed the data collection instrument in collaboration with the listed CDC-DASH staff and will be collecting and analyzing the data. CDC-DASH staff listed collaborated on the data collection and will assist in analyzing data. The CDC staff member responsible for receiving and approving contract deliverables is noted below.

The following CDC staff will analyze project data:

Mary Schauer, MSPH
Health Education Specialist
Division of Adolescent and School Health
Program Development and Services Branch
1600 Clifton Rd. NE, MS E75
Atlanta, GA 30329
404-718-8261
Email: mes9@cdc.gov

The following contracted staff designed the data collection and will collect and analyze project data:

Jill Elnicki, MPH
Senior Program Specialist
ETR
303-351-1085
Email: jill.elnicki@etr.org

Tracy Wright
Project Director-DASH PLC
ETR 4 Carbonero Way
Scotts Valley, CA 95066
O: 720-475-1546
C: 303-947-8915
tracy.wright@etr.org

CDC personnel responsible for receiving and approving contract deliverables:

Mary Schauer, MSPH
Health Education Specialist
Division of Adolescent and School Health
Program Development and Services Branch
1600 Clifton Rd. NE, MS E75
Atlanta, GA 30329
404-718-8261
Email: mes9@cdc.gov