

**Supporting Statement for Paperwork Reduction Act Generic Information Collection
Submissions for
“Generic Clearance for the Collection of Qualitative Feedback on Agency Service Delivery”**

B. STATISTICAL METHODS

Data collection methods and procedures will vary; however, the primary purpose of these collections will be for internal management purposes; there are no plans to publish or otherwise release this information.

1. Universe and Respondent Selection

Anyone who has completed customized orders in the past. This includes our “Act Early Ambassadors” (our state dissemination champions), and other stakeholders who include but are not limited to staff from: Special Supplemental Nutrition Program for Women, Infants and Children (WIC) clinics; childcare centers like Head Start and Early Head Start; pediatric and family clinics; and libraries.

2. Procedures for Collecting Information

An online SurveyMonkey survey will be distributed via email (using GovDelivery) to those who have completed customized materials orders in the past. Respondents will click on their responses in the survey and the data will be collected automatically by the SurveyMonkey website and aggregated for analysis. Data will be collected from SurveyMonkey by Natalia Toledo. Data will be analyzed through simple descriptive statistics.

3. Methods to Maximize Response

1 reminder email.

4. Testing of Procedures

Three LTSAE staff completed the survey as if they were Customization materials survey respondents to test for errors in the survey and to see how long it would take.

5. Contacts for Statistical Aspects and Data Collection

Natalia Toledo Melendez, 404.498.1533, mvz8@cdc.gov from NCBDDD/DCDD/PRTB (ORISE Contractor)