Annual Survey of the National Breast and Cervical Cancer Early Detection Program (NBCCEDP) Grantees' Program Implementation

Supporting Statement – Section B

Submitted: October1, 2014

Program Official/Project Officer
Stephanie Melillo, MPH
Health Scientist
Division of Cancer Prevention and Control
National Center for Chronic Disease Prevention and Health Promotion
Centers for Disease Control and Prevention
4770 Buford Highway, Mailstop F-76
Atlanta, GA 30341
770-488-4294
770-488-3230
bcu6@cdc.gov

TABLE OF CONTENTS

1LIST OF ATTACHMENTS

Section B – Data Collection Procedures

1. **Respondent Universe and Sampling Methods**

   The respondent universe comprises the 67 state, tribal and territorial National Breast and Cervical Cancer Early Detection Program (NBCCEDP) grantees funded under Program Announcement CDC-RFA-DP12-1205. Grantees provide screening services for breast and cervical cancer to low-income, uninsured, and underinsured women who otherwise would not have access to screening. The data collection efforts described in this proposal concern the entire universe of potential respondents. As collecting data from the entire population of respondents is feasible, a sampling strategy will not be employed.

   This data collection is being proposed in order to assess program implementation, particularly related to these expanded population-based efforts.

Table B-1: Potential Respondent Universe

State/Tribe/Territory Health Depts.	Potential Respondent	N
Breast and Cervical Cancer Program Directors	Program Directors/Program Coordinators	67
	Total Universe of Potential Respondents	**67**

2. **Procedures for the Collection of Information**

   Data will be collected through an online data collection instrument distributed to all individuals within the respondent universe. Eligible respondents include the NBCCEDP program director, program coordinator, or other designated official of the program performing day-to-day managerial activities (N=67). We anticipate only one response per state/tribe/territory/jurisdiction. An introductory email notification (**see Attachment I – Introductory Email**) will be sent to all NBCCEDP program directors informing them of the planned data collection, announcing the dates the data collection will remain open, and providing relevant links to the instrument. Grantees will be encouraged to have the person most familiar with the day-to-day operations of the program complete the data collection instrument. We will not collect personal information on the respondent. We only collect the name of the state/tribe/territory in which the responder is employed. Respondents will have a period of 21 days (15 business days) to complete the instrument. We estimate the time burden to be no more than 40 minutes. A reminder email that notes the deadline for responding will be sent to program directors in non-responder states. (**see Attachment J –Reminder Email**).

   After data collection, analysis, and report writing is completed, a follow-up email (**see Attachment K - Follow-up Email**) will be sent to the program directors thanking them for

their response. Results of the data collection, in the form of grantee-specific and summary reports, will be attached.

The on-line data collection will be administered annually and the responses will be used to answer the following implementation questions regarding the program activities:

1. What activities are being implemented across NBCCEDP state/tribe/territory grantees?
2. Are these activities being implemented in ways that are likely to reach women beyond program-eligible women in order to maximize the program's impact?
3. What implementation models have the potential to increase program impact?
4. What are current technical assistance and training needs of NBCCEDP grantees?
5. How does program implementation change over time?

3. Methods to Maximize Response Rates , Deal with Nonresponse

Advance notification (**see Attachment I**) and a reminder via email (**see Attachment J**) will be utilized to maximize response rates. The notifications will be sent to the potential respondents via emails generated by the web-based software. These communications will be signed by the Branch Chief of the Program Services Branch in the Division of Cancer Prevention and Control (DCPC).

4. Test of Procedures or Methods to be Undertaken

The results from fielding the initial survey (Winter 2013/2014) informed the content of the current request, our burden estimate and data collection methods.

The instrument was pilot tested in two phases. In the first phase, public health professionals tested a paper-version of the instrument to assess the clarity of the questions and response categories. In the second phase, the instrument was tested to assess the estimated time required to complete the data collection.

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

The data collection was designed by a project team from CDC's Division of Cancer Prevention and Control. Consultants from Information Management Services (IMS) will lead the collection and analysis of data. Statistical consultation will be provided by Tom Chapel and Bill Helsel.

Thomas Chapel, MA, MBA
Chief Evaluation Officer
Centers for Disease Control and Prevention
404-639-2116

tkc4@cdc.gov

Bill Helsel
Information Management Services, Inc.
301-680-9770
helselb@imsweb.com