

Healthy Community Design: Assessment of Local Health and Planning Departments

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Section B – Data Collection Procedures

A. Respondent Universe and Sampling Methods

The American Planning Association (APA) and National Association of County and City Health Officials (NACCHO) worked together to determine the respondent universe for planners and local health departments (LHDs). Given the difference in APA and NACCHO membership and thus databases, sampling plans for each discipline were different.

Local health departments (LHDs) cannot address all issues impacting public health alone, especially those that stem from land use and planning decisions. According to the County Health Rankings and Roadmaps, environmental conditions determine up to 25% of a population's health status. Decisions made by local planners contribute to residents' health either positively or negatively. Collaboration with local planners increases the institutional capacity of local health departments to engage in decisions related to healthy community design. In order to gauge the extent to which LHDs are currently working with their planners to bring health concerns to the table and the extent to which planners are reaching out to LHDs for their input, this project will collect information from both sets of professionals.

The sample of local planning professionals working at governmental local planning departments was drawn in the following manner:

- APA provided NACCHO with a list of 1,745 names and e-mail addresses of planning department directors. APA sorted their database of approximately 38,000 active members in the 'title' category, for the term 'Director.' Searching by 'Director' was a first step in narrowing the list of active members to those working in governmental local planning departments. The term 'Director' was used to find APA members in the correct position, head of a department. This sort yielded a list of 3,266 individuals. From there, APA went through each record to confirm the individual worked in a planning department. The list was de-duplicated and supplied to NACCHO for randomization. To ensure a representative sample and to control for non-responsiveness, a sample size of 630 local planners was selected.

NACCHO drew a sample of local health officials working in LHDs in the following manner:

- NACCHO randomly drew a total of 500 LHDs from the list of all 2,527 LHDs across the nation. In order to ensure a representative sampling scheme, the LHDs will be stratified by jurisdiction population size: small (<50,000), medium (50,000-499,999), and large (500,000+). Since LHDs with large population sizes represent a relatively small proportion of all LHDs, those LHDs will be over sampled to ensure a sufficient number of responses from large LHDs for the analysis. NACCHO staff held an internal meeting to determine the methodology which would be least burdensome to our members and determined that due to the total population size of 2,527 and past experience in surveying NACCHO members, a

sample size of 500 was necessary in order to both ensure a representative sample and to control for non-responsiveness.

B. Procedures for the Collection of Information

Data will be collected through a one-time, web-based assessment administered via Qualtrics to the respondent population. Eligible respondents are planning and health directors at the local level, or a designee with sufficient knowledge regarding the agency's collaborative work with the planning or local health department. They will receive an e-mail, generated from within Qualtrics, on behalf of APA and NACCHO (see **Attachment F and G**). The e-mail will indicate that APA and NACCHO invite recipients to participation in this data collection event, citing the reason for needing this data and noting how it will be used. Identifying information such as agency name, or name of the respondent, will not be collected.

Each recipient will have a unique link to the instrument, and thus reminder e-mails will be directed only to those who have not yet completed the assessment or those who began, but did not complete, the assessment. From Qualtrics, data will be exported for analysis in STATA. The assessment period will last approximately 3–4 weeks, with reminders sent on day 10 (see **Attachments H, I, L, and M**) and day 15 (see **Attachments J, K, N, and O**).

C. Methods to Maximize Response Rates Deal with Nonresponse

E-mail reminders will be sent to maximize response rates. Non-respondents will receive reminder e-mails on day 10 and 15, as will those who begin, but do not finish, the assessment (see **Attachments H-O**). Those who complete the assessment will not receive any reminders. The assessment will remain open for up to 4 weeks, to allow respondents sufficient time for completion. If a suitable response rate is not reached, NACCHO will use existing or temporary staff to follow-up with personal e-mails to non-respondents to request their completion of the assessment.

D. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the information collection instrument by nine public health and planning professionals. In the pilot test, the average time to complete the instrument including time for reviewing instructions, gathering needed information and completing the instrument, was approximately 15 minutes. Based on these results, the estimated time range for actual respondents to complete the instrument is 10-30 minutes. For the purposes of estimating burden hours, the average time (i.e. 15 minutes) is used.

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

The data collection was designed by staff at NACCHO. NACCHO staff will collect, clean and analyze the data. Staff from APA will assist with interpretation.

NACCHO	APA
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LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

F. APA Notification E-mail

G. NACCHO Notification E-mail

H. Reminder E-mail Non-Response Day 10 for APA Respondents

I. Reminder E-mail Non-Response Day 10 for NACCHO Respondents

J. Reminder E-mail Non-Response Day 15 for APA Respondents

K. Reminder E-mail Non-Response Day 15 for NACCHO Respondents

- L. Reminder E-mail Partial Response Day 10 for APA Respondents**
- M. Reminder E-mail Partial-Response Day 10 for NACCHO Respondents**
- N. Reminder E-mail Partial Response Day 15 for APA Respondents**
- O. Reminder E-mail Partial-Response Day 15 for NACCHO Respondents**