

School Health Resources Assessment: Awareness, Satisfaction, and Utility

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Section B – Information Collection Procedures

1. Respondent Universe and Sampling Methods

The respondent universe for this information collection consists of 85 school health coordinators from across all 50 states. Sixty four of the coordinators are based in state departments of public health and 21 are based in state departments of education (see Attachment C for full list of coordinators). No sampling procedures are required as everyone in the respondent universe will be asked to participate in the assessment. These school health coordinators are grantees funded by the Centers for Disease Control and Prevention (CDC) under the cooperative agreement program “State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health/1305 (“1305/State Public Health Actions”).”¹ They are responsible for helping implement strategies to support physical activity, nutrition, and coordinated management of chronic conditions in school settings.

2. Procedures for the Collection of Information

Information will be collected through a one-time web-based assessment and respondents will be recruited through a notification email to the respondent universe (see **Attachment D— Notification Email**). The notification email will explain:

- The purpose of the assessment, and why their participation is important
- Method to safeguard their responses
- That participation is voluntary
- The expected time to complete the assessment
- Contact information for the assessment team

The email will also state instructions for participating and provide a link to the online assessment and consent form. Novi Survey Software will be used to develop the assessment instrument and gather the information. This will reduce the burden of respondents by allowing them to take the assessment online at their own convenience and by allowing them to skip irrelevant questions. The assessment was designed to collect the minimum information necessary for the purposes of this project.

Respondents will be asked for their response to the instrument within a three week (15 business days) period to allow ample time for respondents to complete it. Respondents may complete the assessment in multiple sessions, if necessary.

Information from the web-based instrument will be downloaded from Novi Survey Software into an Excel spreadsheet file. Information will be reviewed for completion and simple descriptive statistics will be run looking at response frequencies. Depending on the response distribution, frequencies may be cross-tabulated to identify response similarities and differences between respondents that work for the department of health as compared to those based at the department of education.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Although participation in the assessment is voluntary, the project lead will make every effort to maximize the rate of response. The assessment tool was designed with particular focus on streamlining questions to allow for skipping questions based on responses to previous questions, thereby minimizing response burden. A reminder email will be sent to those who have not yet responded in the second week (8th business day) of the assessment period (see **Attachment E—Reminder Email Week 2**) and a second/final reminder will be sent the day before the assessment ends (14th business day) (see **Attachment F—Reminder Email Week 3**).

4. 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 4 of public health 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 10 minutes. Based on these results, the estimated time range for actual respondents to complete the instrument is 9 to 11 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 11 minutes) is used.

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

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LIST OF ATTACHMENTS – Section B

Att. D Notification Email
Att. E Reminder Email Week 2
Att. F Second Reminder Email Week 3

References

1. Centers for Disease Control and Prevention (CDC). “State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health” Available at <http://www.cdc.gov/chronicdisease/about/state-public-health-actions.htm> Accessed 4/14/15.

