

Assessment of Tobacco Control Program (TCP) Program Infrastructure

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

SUPPORTING STATEMENT – Section B

Submitted: 5/26/15

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Table of Contents

Section B – Information Collection Procedures.....	3
1. Respondent Universe and Sampling Methods.....	3
2. Procedures for the Collection of Information.....	3
3. Methods to Maximize Response Rates Deal with Nonresponse.....	3
4. Test of Procedures or Methods to be Undertaken.....	3
5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data.....	4
LIST OF ATTACHMENTS – Section B.....	4

Section B. INFORMATION COLLECTION PROCEDURES

1. Respondent Universe and Sampling Methods

The respondent universe for this information collection request fall under TCP programs. The Centers for Disease Control and Prevention (CDC) funds 51 state-based tobacco control programs (TCP) through Funding Opportunity Announcement DP15-1509. Information will be collected from all 51 state and District of Columbia TCP managers acting in their official capacities. Therefore, no sampling will be used and we anticipate a full response rate.

2. Procedures for the Collection of Information

Data will be collected through a one-time phone-based assessment. An email will be sent to all TCP Program Managers (see **Att B – Introductory Email**) seeking response within a period of 4 weeks. TCP Managers declining to participate will be thanked via email and will receive no further communication. For the remaining TCP Program Managers, every week following the initial e-mail, a prompt will be sent to those program managers who have not responded (see **Att C– Email and Telephone Reminders**), and 2 days prior to the information collection, reminder phone calls will be made to remaining non-responding program managers (see **Att C – Email and Telephone Reminders**), asking those who have not scheduled an interview date/time to do so. Following the scheduling of the interview, Program Managers (or alternate program representative if one was designated) will receive a confirmation e-mail (**Attachment C – Email and Telephone Reminder**) and a copy of the CMI measurement tool for review prior to the interview. Having a copy of the instrument available for reference during the interview is intended to improve information quality as well as provide details regarding consent. Interviews will be conducted over the span of approximately 4 months.

Information collection calls will be conducted by a two-member team: one interviewer and one note taker. Data collection teams will consist of OSH evaluation team members and contractors. The interviewer will read the consent script (Att E – Consent Script) to the Program Manager prior to beginning of the interview, and obtain verbal consent. Note, the time required to read the respondents the Consent Script has been incorporated into the burden associated with the information collection (Attachment A). The note taker will enter responses into an electronic version of the instrument. A follow up email (AttD – Follow-up email) will be sent to each Program Managers thanking them for their participation, sharing the anticipated timeline for data analysis and aggregate results, and letting them know whom to contact with further questions. Following completion of all information collection calls, data from the electronic instrument will be downloaded, cleaned and analyzed in SPSS. The majority of data will be analyzed using basic descriptive analyses.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Although participation in the assessment is voluntary, we will make every effort to maximize the rate of response. The information collection instrument was designed with particular focus on streamlining questions to allow for skipping questions based on responses to previous questions, thereby minimizing response burden. Administration of the instrument by phone may help to reduce the burden on respondents by focusing discussion on the most pertinent issues for open-ended items and providing immediate clarification regarding other elements of the CMI

measurement tool. We will also use emails with follow-up to mitigate non-response (see **Att. B and C**).

4. Test of Procedures or Methods to be Undertaken

A pilot test of the information collection instrument was conducted in January-February 2014 with nine TCP managers. CDC and contractors from RTI International and Boston University administered the pilot test by phone. The pilot test was designed to determine the feasibility of collecting infrastructure data through a phone interview and to gain insights into the face validity and perceived utility of CMI measurement tool data for program management.

The estimate for burden hours is based on the pilot test. During the pilot test, the average time to complete the instrument, including time for reviewing instructions, gathering needed information and completing the instrument, was approximately 75 minutes. Based on these results, the estimated time range for actual respondents to complete the instrument is 60 to 90 minutes. For the purpose of estimating burden hours, the upper limit of this range (i.e., 90 minutes) is used.

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

The following individuals were involved in the design and pilot of the CMI Measurement Tool and will be involved in the data collection and analysis:

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LIST OF ATTACHMENTS – Section B

Att. B Introductory email
Att. C Email and telephone reminder
Att. D Follow-up email
Att. E Consent Script