

Public Health Preparedness Capabilities Assessment

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 consists of 62 PHEP grantees, which consist of Directors of Public Health Preparedness in 62 state, local, and territorial health departments (50 states, 4 major metropolitan areas, and 8 U.S. territories acting in their official capacities).¹ These state, territorial, and city health departments are directly funded by the CDC Office of Public Health Preparedness and Response (OPHPR) through the (PHEP) cooperative agreement. Respondents are health department staff that serve in the role of Director of Health Preparedness for the department's PHEP grant.

This information collection effort will be a complete census of representatives from all 62 PHEP grantees. Thus, no sampling and variance estimation are needed. We anticipate a response rate of 80% or greater, meaning that we expect at least 50 Directors of Public Health Preparedness to complete the assessment.

2. Procedures for the Collection of Information

Data will be collected through a one-time web-based assessment. Two-three weeks before the data collection starts, we will email a notification to each of the 62 PHEP grantee representatives (see **Attachment C—Advanced 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

On the launch date of the web-based data collection, we will send an invitation email to each PHEP representative. (see **Attachment D—Launch Email**). This email invitation will repeat the content of the advance letter and provide instructions on how to participate in the online assessment including an URL for the designated website and a pre-assigned unique user ID and password to access the assessment instrument. The invitation letter also will include a link to a designated e-mail box so the potential respondents can ask questions about the study if needed. . One week after launching the data collection, we will make a telephone call to those PHP representatives who have not yet responded to make sure that the assessment link reached the intended respondents, verify their email addresses, reiterate the importance of the study, answer any questions they may have, and encourage participation in the assessment. We will send two reminder emails to encourage participation (see **Attachment E—Reminder Email**). The first reminder email will be sent 3 weeks after the launch email, and the second will be sent three weeks after the first reminder email to those who have not completed the assessment.

The PHEP Assessment instrument was designed to collect the minimum information necessary for the purposes of this project. It will be programmed on a secure website using LimeSurvey, a widely

utilized online data collection tool. We will present the online instrument in a user-friendly design/format.

Logic checks will be built into the programming to prevent out-of-range values, illogic, and missing answers. To ensure that the assessment is completed by the intended person in the sample, we will password-protect the instrument using a log-in procedure. Each selected respondent will be given a unique password when that person is invited to respond. Respondents will be asked for their response to the instrument within an 8 week period to allow ample time for respondents to complete it.

Data from the web-based instrument will be downloaded, cleaned, and analyzed in SPSS. Data cleaning will involve using programmatic codes to check for accuracy, detecting and removing inconsistencies in the data, and insuring consistency in data items prior to defining the analytic variables. Initial descriptive and bivariate analysis will be used to describe general frequency and variation among the variables. Qualitative data from open-ended responses will be reviewed and coded to identify common themes among respondents and will be joined with related variables. Non-identifying unique ID codes will be incorporated into the coding process.

3. Methods to Maximize Response Rates Deal with Nonresponse

Although participation in the assessment is voluntary, the project lead will make every effort to maximize the rate of response. First, the assessment tool was designed based on extensive review of relevant research literature and data collections conducted previously to avoid duplicate effort and unnecessary burden to the respondents. Second, the instrument focuses on streamlining questions to allow for skipping questions based on responses to screening questions, thereby minimizing response burden. Third, we have examined the timeline of other data collection efforts that might involve our respondents and selected a low-volume time window for our data collection. Fourth, as described in the previous section, we have programmed the online assessment instrument in accordance with the best-practice standards so that it is user friendly to the respondents. Finally, we will conduct multiple follow ups to remind and encourage the PHEP representatives to participate. One week after launching the data collection, we will make a telephone call to those PHP representatives who have not yet responded to make sure that the assessment link reached the intended respondents, verify their email addresses, reiterate the importance of the study, answer any questions they may have, and encourage participation in the assessment. We will send two reminder emails as described in section 2.

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 up to 9 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 55 minutes. Based on these results, the estimated time range for

actual respondents to complete the instrument is 45 to 60 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 60 minutes) is used.

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

The information collection was designed by staff at CDC and contractors at Avar Consulting, Inc. (prime contractor) and RTI International (subcontractor). Avar Consulting will collect and analyze the data.

The representatives of the contractors who consulted on statistical aspects of design are:

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LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

- C. Advanced Notification Email**
- D. Launch Email**
- E. Reminder Email**