

Early Care and Education (ECE) State Indicator Assessment

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

Submitted: 9/23/2015

Program Official/Project Officer

Carrie Dooyema, MSN, MPH, RN

Behavioral Scientist

Division of Nutrition Physical Activity and Obesity (DNPAO)

4770 Buford Highway NE MS F-77, Atlanta, GA 30041

(770) 488-5039

Fax Number: (770)488-5369

Email: Igb7@cdc.gov

Table of Contents

Table of Contents..... 2

Section B – Information Collection Procedures..... 3

- 1. Respondent Universe and Sampling Methods..... 3
- 2. Procedures for the Collection of Information..... 4
- 3. Methods to Maximize Response Rates & Deal with Nonresponse..... 4
- 4. Test of Procedures or Methods to be Undertaken..... 4
- 5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data5

LIST OF ATTACHMENTS – Section B..... 5

Section B – Information Collection Procedures

1. Respondent Universe and Sampling Methods

The respondent universe for this information collection include state Early Care and Education (ECE) coordinators and State Child and Adult Care Food Program (CACFP) directors.

The first respondent type are 1305 Early Care and Education (ECE; also known as child care) state coordinators (n=51) located in each State's Department of Health. These staff are 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") grantees funded by the Centers for Disease Control and Prevention (CDC). The 1305 ECE state coordinators oversee all of CDC's 1305 grant activities related to obesity prevention in the ECE setting. The 1305 ECE coordinators have been selected because they are responsible for the implementation of strategies to support obesity prevention in the ECE setting.

Information will also be collected from a second respondent type: State Child and Adult Care Food Program (CACFP) Directors from each state and the District of Columbia (n=51). State CACFP directors oversee each state's CACFP program. CACFP is a federal nutrition assistance entitlement program funded by the United States Department of Agriculture (USDA) that provides more than \$2 billion in reimbursement for meals and snacks served to more than 3.3 million children daily in child care and many children rely on the CACFP for a substantial portion of their daily food intake. The organizational placement of CACFP Directors vary by state. Of the 51 states, approximately 35 CACFP Directors sit within the State Department of Education and 16 sit within the other state agencies such as the State Health Department/Human Services/Social Services (n=11), State Department of Child Care/Early Learning (n=2) or Department of Agriculture (n=3). **Please see Attachment B (contained in Statement A)** for a map of CACFP director affiliations by state.

Thus, the total respondent universe will be 102 state government officials acting in their official capacities to implement strategies to support obesity prevention in the ECE setting. These two different respondent groups were chosen because they will have the best working knowledge of obesity prevention activities in 7 key areas as suggested by CDC's obesity prevention framework within the ECE setting and state CACFP program.

To identify state 1305 ECE state coordinators CDC staff will use an internal contact list provided by CDC project officers for the 1305 /State Public Health Actions grantees. The State CACFP director will be identified in two steps. First, CDC will partner with colleagues from the United States Department of Agriculture (USDA) to access and validate a publically maintained list of all CACFP directors. This list was updated less than a year ago (Oct 31, 2014) and the information is maintained by USDA.

No sampling will be needed as we will send the information collection request to all 50 states and the District of Columbia.

2. Procedures for the Collection of Information

Data will be collected through a one-time web-based data collection instrument and respondents will be recruited through a notification email (see **Attachments G and H—Notification Emails for each respondent group**). The notification email will explain:

- The purpose of the information collection and why their participation is important
- Method to safeguard their responses
- That participation is voluntary
- The expected time to complete the data collection instrument
- Contact information for the information collection request team at CDC

The welcome email will include the link to the data collection instrument, which will use an online platform to ask questions of respondents. Respondents will be allowed to take the online data collection instrument at their convenience. When the respondent reads the welcome email and then clicks on the link, it will take them to the data collection instrument introduction page. Respondents will be able to read the page which explains the data collection instrument purpose and use. After reading the text and the voluntary nature of the request, they can click on next if they agree to participate and start the actual information collection.

Respondents will be asked to respond within a 3-week period to allow ample time for respondents to complete it. Respondents may complete the instrument in multiple sessions, if necessary. Reminders will be sent on the 7th day and 14th day to remind respondents to complete the data collection instrument (**see Attachments I-L — Reminder Emails**).

Data collected from the web-based data collection instrument will be downloaded, cleaned, and analyzed in Excel. Data will be reviewed for completion and simple descriptive statistics will be calculated to view response frequencies. Data will be used to inform the ECE State Indicator Report (ECE SIR).

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. The data 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. A reminder email will be sent to those who have not completed the data collection instrument as outlined above on days 7 and 14. (see **Attachments I-L — Reminder Emails**).

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the data collection instrument by 6 state staff. Information from pilot testing was used to improve question clarity and validate response options. In the pilot test, the average time to complete the instrument, including time for reviewing instructions, gathering needed information and completing the relevant questions in the instrument, varied between groups. For example, the State CACFP director portion took an average of 4 minutes (range 3-5 minutes) because this respondent group received fewer questions. However, the ECE respondent group took an average of 22 minutes (range 7-30 minutes). Based on these results, the estimated time range for actual respondents to complete the instrument is 3 to 30 minutes. Since the groups varied so widely, for the purposes of estimating burden hours, the upper limit for each group is reported (5 minutes for CACFP directors and 30 minutes for ECE coordinators) is used.

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

Two CDC DNPAO employees are responsible for the design of statistical aspects and development of this information collection request. Contact information for each person is listed below. Only descriptive statistics will be calculated from the information collection request and no complex statistical analysis is required.

- CDC: Carrie Dooyema, Behavioral Scientist DNPAO email: igb7@cdc.gov, phone: 770 488 5039
- CDC: Meredith Reynolds, Team Lead, DNPAO email: mtr6@cdc.gov, phone: 770 488 5344

LIST OF ATTACHMENTS – Section B

- G. Attachment G Notification Email for State 1305 ECE coordinator**
- H. Attachment H: Notification Email for State CACFP director**
- I. Attachment I: First Reminder Email for State 1305 ECE coordinator**
- J. Attachment J: First Reminder Email for State CACFP director**
- K. Attachment K: Final Reminder Email for State 1305 ECE coordinator**
- L. Attachment L: Final Reminder Email for CACFP director**

References:

1. USDA Child and Adult Care Food Program Contact List accessed on August 13, 2015. Available at <http://www.fns.usda.gov/cacfp/cacfp-contacts>.