

Waterborne Disease Prevention: State Program Infrastructure and Capacity Building Needs Assessment

OSTLTS Generic Information Collection Request
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Supporting Statement – Section B

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Section B – Information Collection Procedures

1. Respondent Universe and Sampling Methods

The respondent universe for this assessment includes 28 state health department staff. The decision to interview staff from 28 states (rather than all 50) was purposeful. It is anticipated that thematic saturation will occur with this sample size and thus, additional interviews will not be necessary. The sample of 28 states will consist of 14 states that are receiving support either via the Epidemiology and Laboratory Capacity (ELC) cooperative agreement or the CSTE Applied Epidemiology Fellowship (“CDC supported”) and 14 states that are receiving no support (“non CDC supported”).

The sample for this information collection is purposive. Investigators are interested in interviewing a variety of states with various experiences and levels of engagement. Of the 21 CDC supported states, the only exclusion criteria was related to financial support. Only those states that received support for less than 1 year (either through ELC or the CSTE applied fellowship), were excluded (2 states excluded-Nebraska and Alabama). Of those that have received 1+ years of support, investigators hand-selected the 14 states to be interviewed that were geographically diverse, and have a strong relationship with WDPB (and thus may be more likely to participate in the assessment).

Of the 29 non-CDC supported states, 14 were hand-selected by investigators. The states selected are geographically diverse and include states that have shown interest in previous WDPB support mechanisms (but are not currently funded) as well as those that have not shown previous interest in support mechanisms nor do they take advantage of free WDPB resources (e.g., webinars).

Respondents from the selected states will consist of waterborne disease prevention program coordinators acting in their official capacities within the state health departments. In the event a selected state has more than one waterborne disease prevention program coordinator, that state will be asked to designate a representative to participate in the interview.

We anticipate a response rate of approximately 80-90%. Should any of the initial 28 states (designated as primary states in **Attachment A–List of States**) not respond to the invitation or decline to participate, states from the alternative list will be contacted to participate until a maximum of 28 respondents (14 CDC supported and 14 non-CDC supported) is achieved. The list of alternates was generated taking into consideration the factors (i.e., funding duration, geographic location, engagement with WDPB) described above.

2. Procedures for the Collection of Information

Data will be collected through a one-time phone-conducted interview. An introductory email (**Attachment C–Introductory Email**) will be sent to the waterborne disease prevention

coordinators in the respondent universe (primary states in **Attachment A–List of States**) seeking response regarding their desire to participate within a period of 3 weeks. 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

Waterborne disease prevention coordinators declining to participate will be thanked via email and will receive no further communication. Following the initial e-mail, non-responding waterborne disease prevention coordinators will receive a reminder email every week during the three week recruitment period (**Attachment D–Email Reminder**) asking those who have not scheduled an interview date/time to do so. Coordinators who do not respond within a week after the last email reminder will not be considered. Should any of the 28 primary states decline to participate or not respond after the 3 week period, states from the alternative list (**Attachment A–List of States**) will be contacted to participate until a maximum of 28 respondents (14 CDC supported and 14 non-CDC supported) is achieved.

Following the scheduling of the interview, program coordinators will receive a confirmation e-mail (**Attachment E–Confirmation Email**) which will provide details regarding the interview logistics. Interviews may begin as soon as 1 day after initial email invitation is sent (thus the recruitment period and information collection period may overlap) and will be conducted over a span of approximately 6-8 weeks.

Interviews will be conducted by one CDC Waterborne Disease Prevention Branch (WDPB) staff member (FTE or fellow). The interviewer will use the interview guide (**Attachment B–Interview Guide**) to re-introduce the purpose of the interview, review interview logistics, obtain verbal permission to be recorded prior to beginning of the interview, and guide the assessment. The interviewer will begin the audio recording device once the respondent has agreed to be recorded. Should a participant refuse to be recorded, detailed hand-written notes will be taken by the interviewer.

Once the interview has been completed, a follow up email (**Attachment F–Follow-up email**) will be sent to each respondent thanking them for their participation, sharing the anticipated timeline for data analysis and dissemination of aggregate results, and letting them know whom to contact with further questions. Following completion of all information collection calls, audio recordings will be transcribed and any personal information will be de-identified. Once transcription is completed by a CDC Waterborne Disease Prevention Branch (WDPB) staff member (FTE or fellow), all audio files will be deleted. Audio recordings, transcripts, and electronic versions of hand-written notes will be stored on a secure CDC share drive, accessible only to Waterborne Disease Prevention Branch staff. Transcripts will be analyzed using basic qualitative analyses with MaxQDA software.

3. Methods to Maximize Response Rates Deal with Nonresponse

Although participation in the assessment is voluntary, every effort will be made to maximize the rate of response. The interview guide was designed to allow for skip patterns based on responses to previous questions, thereby minimizing response burden. Administration of the interview guide by phone allows rich qualitative data to be collected that would not be obtained through an online quantitative assessment.

Following the introductory e-mail, coordinators will have one week to schedule an interview date/time. Those who do not respond within that timeframe will receive a reminder email (**Attachment D–Email Reminder**). Those who remain non-responsive will continue to receive reminders once per week until the allotted three week recruitment period has expired, or until they respond. Coordinators who do not respond within a week after the three week recruitment period has expired will not be considered. Should any of the 28 primary states not respond to the invitation or decline to participate, states from the alternative list (**Attachment A–List of States**) will be contacted to participate until a maximum of 28 respondents (14 CDC supported and 14 non-CDC supported) is achieved.

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the information collection interview guide by 2 public health professionals who are representative of both respondent groups. One public health professional pilot tested the instrument as a CDC supported state, which took approximately 45 minutes to complete. The other public health professional pilot tested the instrument as a non-CDC supported state, which took approximately 40 minutes to complete. Based on the pilot testing, there are no major differences in time to complete the interview by respondent type (CDC supported vs. non-CDC supported). Based on these results, the estimated time range for actual respondents to complete the interview guide is 30-60 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 following individuals from the Centers for Disease Control and Prevention; National Center for Emerging and Zoonotic Infectious Diseases; Division of Foodborne, Waterborne, and Environmental Diseases; Waterborne Disease Prevention Branch were involved in the design and pilot of the interview guide and/or will be involved in the data collection and analysis:

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Kathleen Smith, Evaluation Fellow (404-718-4884, ylv5@cdc.gov)

LIST OF ATTACHMENTS – Section B

- C. Introductory email**
- D. Email reminder**
- E. Confirmation email**
- F. Follow-up email**