

State and Local Healthy Homes and Lead Poisoning Prevention Programs: Baseline Profile Assessment

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

Submitted: January 26, 2021

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Section B – Information Collection Procedures

1. Respondent Universe and Sampling Methods

Data will be collected from 35 respondents - specifically, 30 state health department lead poisoning prevention program project managers (includes one District of Columbia Department of the Environment childhood lead poisoning prevention project manager), 4 local health department lead poisoning prevention program project managers, and 1 project manager from Impact Assessment, Inc. (see **Attachment A – Awarded Jurisdictions**). Impact Assessment, Inc. serves as a delegate of the Los Angeles Housing and Community Investment Department. Impact Assessment, Inc. will act as a proxy for the department to implement its "Implementing Innovative Solutions for High-Risk Children in Hard to Reach Populations Exposed to Lead in Los Angeles and San Diego Cities" project (see **Attachment B - Letter for Bona Fide Fiscal Agent**).

Each childhood lead poisoning prevention program has been awarded CDC Cooperative Agreement EH14-1408 funds to conduct active surveillance and primary prevention activities to decrease and eventually eliminate childhood lead poisoning within their jurisdictions. Each organization has one project manager for lead poisoning prevention activities. Each project manager will respond to the assessment in his or her official capacity. Childhood lead poisoning prevention program Project Managers are equipped with the knowledge necessary to answer the assessment questions and are familiar with reporting to CDC.

All 35 Project Managers comprise the total of awarded jurisdictions; no sampling is necessary.

2. Procedures for the Collection of Information

Data will be collected through a one-time web-based assessment and respondents will be contacted through a notification email to the respondent universe (see **Attachment E—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 a link to the online assessment. The Survey Monkey online data collection tool will be used to develop the assessment instrument and gather the data. 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 3-week period to allow ample time for completion. Respondents may complete the assessment in multiple sessions, if

necessary. A reminder will be sent on the first day of the final week to those who have not responded to encourage their participation (see **Attachment F—Reminder Email**).

Data from the web-based instrument will be downloaded, cleaned, and analyzed in Microsoft Excel. The analysis will consist of simple descriptive statistics and lists. Narrative comments will be analyzed qualitatively and aggregated by common theme. Analysis of assessment results will not require advanced, complex statistical techniques.

The data will be kept secure throughout the analysis and reporting process. The data will be collected through the Survey Monkey online assessment tool. The Survey Monkey account to be used belongs to OSTLTS. The data will be stored in Survey Monkey until downloaded to a secure CDC shared drive, accessible to CDC Healthy Homes and Lead Poisoning Program officials only. Data will be analyzed using CDC licensed data software on a CDC machine (computer). Files will be saved to the secure CDC shared drive.

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 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 completed the assessment during the first day of the final week of the assessment period (see **Attachment F—Reminder Email**).

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 8 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 5 minutes. Based on these results, the estimated time range for actual respondents to complete the instrument is 3 to 7 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 7 minutes) is used.

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

The individual working on this information collection, including instrument development, data collection, and data analysis will consist of a member of the CDC Healthy Homes and Lead Poisoning Prevention Program (in the CDC National Center for Environmental Health – Division of Emergency and Environmental Health Services).

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LIST OF ATTACHMENTS – Section B

- E. Notification Email**
- F. Reminder Email**