

Needs Assessment for Developing a National Network of Local Environmental Health Professionals

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

Five hundred local environmental health professionals representing 33 states will be invited to participate in this data collection (see **Attachment A– EHCA Local Health Department Listing**). The sample will be one of convenience. Currently, there are over 2,500 local environmental health professionals, with varying needs, across the United States. The final sample of 500 will ideally reflect varying environmental health needs and issues. The sample of 500 represents a realistic participant pool per the constraints of the data collection period (4-6 weeks). Additionally, investigators believe that saturation will occur, as the 33 states from which participants will be derived represent LHDs with varying needs and issues and also diverse size, populations served, and budget. The sample size should provide the breadth of information needed to inform the development of a national network of local environmental health professionals without placing burden on the other 2,000 LHDs.

NACCHO will employ the three recruitment efforts:

Recruitment Methods:

1. NACCHO will work with the Conference of Environmental Health Directors'¹ 12 contact leads, representing LHDs in 11 states. The states consist of: Arizona, California, Colorado, Illinois, Maryland, Michigan, North Carolina, New York, Washington, Wisconsin, and West Virginia (note: each state has one contact lead with the exception of Colorado which has 2). The leads will be asked to distribute the notification email (**Attachment A – EHCA Local Health Department Listing and Attachment F – EHCA Notification Email**) with the link to the data collection announcement to their respective local health departments (LHDs). The environmental health professional at each LHD will have the opportunity to participate in the assessment. The data collection instrument will be sent to 592 environmental health professionals at the LHDs via this method.
2. NACCHO will invite environmental health professionals from five big city LHDs: Atlanta, GA; Boston, MA; Cleveland, OH; Houston, TX; and Philadelphia, PA (**Attachment A – EHCA Local Health Department Listing and Attachment F – EHCA Notification Email**). The data collection instrument will be sent to 5 environmental health professionals at the 5 large city LHDs via this method.
3. NACCHO will also send the notification email to the NACCHO Environmental Health Advisory group members who serve as contacts for LHDs in 17 states. The states consist of Connecticut, Florida, Georgia, Idaho, Iowa, Kentucky, Massachusetts, Minnesota, Missouri, Montana, New York, Ohio, Oregon, Tennessee, Texas, Utah, and Virginia. The NACCHO advisory contact will distribute the notification email to the environmental health professional in their respective LHDs (**Attachment A – EHCA Local Health Department Listing and Attachment F – EHCA Notification Email**). The data collection instrument will be sent to 26 environmental health professionals via this method.

As mentioned previously, the sample will be one of convenience. Investigators chose to recruit participants using these methods because NACCHO has established and efficient relationships with these groups and LHDs. These methods were also chosen to attempt to capture the environmental health issues and needs that may vary by state and locality. The Conference of Environmental Health Directors and the Big City Health Director LHD Group were selected due to the established and efficient relationship they have with communicating with the LHDs in their jurisdictions. NACCHO's Environmental Health Advisory Group was selected due easy accessibility to the group by NACCHO.

To ensure that our respondent universe will be a maximum of 500, NACCHO will monitor the data collection response rate to ensure the total number of respondents does not exceed 500. The data collection will be closed once 500 respondents are reached or the specified time period for data collection has lapsed (whichever comes first).

2. Procedures for the Collection of Information

Six hundred and twenty three (623) environmental health professionals will be invited to participate in the information collection (**Attachment A – EHCA Local Health Department Listing**). NACCHO will send the notification email to the Conference of Environmental Health Directors' 12 contact leads, representing LHDs in 11 states and the NACCHO Environmental Health Advisory Group members who serve as contacts for LHDs in 17 additional states. These groups will distribute the notification email to the environmental health professional at their respective LHDs for participation (Conference of Environmental Health Directors: 592 invitations and NACCHO Environmental Health Advisory Group: 26 invitations). NACCHO will also send the notification email to 5 environmental health professionals at the 5 Big City LHDs. There is no overlap in LHDs between the three avenues mentioned above. (**Attachment F – EHCA 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
- Instructions for participating with a link to the online assessments
- The expected time to complete the assessment
- Contact information for the assessment team

Respondents will be asked for their response to the instrument within a 4 to 6-week period to allow ample time for respondents to complete it. Respondents may complete the assessment in multiple sessions, if necessary. During the second week and two days prior to the end of the data collection period, NACCHO will send reminder email (see, **Attachment G – EHCA Reminder Email**). If needed, NACCHO will extend the assessment period by 2 weeks to obtain respondents. Upon completion, data collected will be analyzed using STATA, and a final report will be produced. The data analysis will consist of descriptive statistics and cross tabulations.

3. Methods to Maximize Response Rates Deal with Nonresponse

Although participation in the assessment is voluntary, NACCHO 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. Using an online tool will reduce the burden of the respondents by allowing them to take the assessment online at their own convenience and by allowing them to skip irrelevant questions. The assessment was designed to collect the minimum information necessary for the purposes of this project. Reminder emails will be sent via the communication vehicles mentioned above during the second and last week of the assessment period (see **Attachments G – EHCA Reminder Email**). If needed, NACCHO will extend the assessment period by no more than 2 weeks and continue to send the reminder email until 500 respondents have completed the assessment or the specified time period has expired.

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 NACCHO with nine of their staff and colleagues. In the pilot test, the average time to complete the instrument including time for reviewing instructions and gathering needed information for completing the assessment was approximately 10 minutes (range: 10 to 15 minutes). For the purposes of estimating burden hours, the upper limit of this range, 15 minutes is used.

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

The data collection was designed by staff at NACCHO, CDC and Project Y Evaluation Services. NACCHO and Project Y Evaluation Services will collect, clean and analyze the data. Staff from CDC will assist with interpretation.

Individuals Consulted	
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LIST OF ATTACHMENTS – Section B

- Attachment A – EHCA Local Health Department Listing
- Attachment F – EHCA Notification Email
- Attachment G –EHCA Reminder Email

REFERENCE LIST

¹ Association for State and Territorial Health Officials (2016). Retrieved March 4, 2016, from <http://www.astho.org>.