

# Cancer Survivorship Needs Assessment for the National Comprehensive Cancer Control Program Grantees

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 for this information collection consists of 65 cancer prevention and control program directors, acting in their official capacities within 65 state (n=51, including District of Columbia), tribal (n=7), and territorial (n=7) health departments funded by the Centers for Disease Control and Prevention (CDC) through the National Comprehensive Cancer Control Program (NCCCP). The 7 funded tribal health departments include: Alaska Native Tribal Health Consortium; Cherokee Nation; Fond du Lac Reservation; Great Plains Tribal Chairmen’s Health Board; Northwest Portland Area Indian Health Board; South Puget Intertribal Planning Agency; Tohono O’odham Nation. The 7 funded territorial health departments include: American Samoa; Commonwealth of Northern Mariana Islands; Federated States of Micronesia; Guam; Republic of the Marshall Islands; Republic of Palau; Puerto Rico.

The CCC program directors oversee all program activities supported by the NCCCP, including those related to cancer survivorship. However, program directors will be allowed to designate one CCC program staff person to respond to the information collection request in their stead if that person is the most knowledgeable about their CCC program’s cancer survivorship needs.

#### ***Web-based Information Collection Instrument***

Participants for the web-based information collection will include all of the 65 CCC program directors funded by the Centers for Disease Control and Prevention (CDC) through the National Comprehensive Cancer Control Program (NCCCP). The program directors will be identified through a NCCCP grantee contact list maintained by CDC and invited to participate via email invitation (see **Attachment G—Web-based Assessment Invitation Email**).

We anticipate a response rate for the web-based information collection of approximately 70-75%. Should any of the 65 CCC program directors not respond within 1 week of the invitation e-mail, they will receive up to three weekly reminder emails (see **Attachment H—Web-based Assessment Reminder Email**) urging them to complete the assessment. Should any of the remaining CCC program directors not respond within 1 week of the third reminder e-mail, they will receive up to two weekly reminder telephone calls (see **Attachment I—Web-based Assessment Reminder Phone Script**) urging them to complete the assessment.

#### ***Telephone Focus Groups***

Participants for the telephone focus groups will consist of a sample of 36 CCC program directors (or their designees) who participated in the web-based assessment. Battelle will conduct three focus groups, each focused on the cancer survivorship needs of one of three target audiences: health care professionals; cancer survivors and their caregivers; and the policy and advocacy community. Respondents will be assigned to one of the three focus groups based on use of the audience-specific material as reported in the web-based information collection (Questions 13, 27, 42, 56, 71, 85, 99, 113). If not enough respondents report use of the audience-specific materials, we will also identify

potential participants based on their general awareness of NCSRC resources (Question 7, at least “slightly familiar” or higher). After respondents are assigned to the three groups, we will sort them within groups based on their randomly assigned identification number (smallest to largest), giving first priority to respondents who report using the materials.

To recruit potential focus group participants, we will reach out to the first 12 people in each audience group (or the highest number if less than 12, depending on availability of volunteers) to request their participation (see **Attachment J—Telephone Focus Group Recruitment Email**). If a potential participant declines the invitation to participate in a focus group, we will contact the next respondent who meets that group’s criteria. We will continue in this manner until all 12 slots per focus group slot are filled, or we run out of volunteer names.

## **2. Procedures for the Collection of Information**

### ***Web-based Information Collection Instrument***

The 65 CCC program directors will be notified in advance (see **Attachment F—Web-based Assessment Advanced Notification Email**) by CDC that they will be invited to participate in the web-based information collection. The advance notification email will explain: the purpose of the assessment, and why their participation is important; methods to maintain confidentiality of the information provided; that participation is voluntary; the expected time to complete the assessment; and contact information for the assessment team (Battelle).

Shortly after the advance notification email is sent, the contractor (Battelle) will send an invitation email (see **Attachment G—Web-based Assessment Invitation Email**) to the CCC program directors with instructions and a link to the web-based Cancer Survivorship Needs Assessment Instrument. CCC program directors (or their designees) will be asked to respond to the information collection within a six-week period to allow ample time for respondents to complete it. Respondents may complete the web-based information collection in multiple sessions, if necessary. One week after it is launched, up to 3 email reminders (see **Attachment H—Web-based Assessment Reminder Email**) will be sent to non-respondents on a weekly basis. Those who do not respond after the third reminder email will receive up to two weekly reminder phone calls (see **Attachment I—Web-based Assessment Reminder Phone Script**). Those who do not respond to the second reminder telephone call within 1 week will be considered non-responders.

Once the information collection period has closed, data from the web-based information collection instrument will be downloaded, cleaned, de-identified, and sent to CDC in Excel format. Quantitative analysis will be conducted on all close-ended questions. A qualitative analysis approach will be used to conduct a thematic analysis of “other” comments written in by respondents. CDC will create a summary report of the tabulated data from the web-based information collection. All results will be presented in aggregate and responses will not be connected to any individual respondent. The data collected will be used to provide

recommendations for improvements and updates needed for program resources and materials and to give insights into how cancer survivorship needs can be met.

### ***Telephone Focus Groups***

Battelle will recruit participants from among the selected respondents to the web-based information collection. Battelle will send an invitation email (see **Attachment J—Telephone Focus Group Recruitment Email**) to the selected respondents that will explain: the purpose of the focus group, and why their participation is important; method to safeguard their responses; that participation is voluntary; the expected time to complete the focus group; and contact information for the assessment team. For respondents interested in participating, Battelle will use both email and telephone calls to schedule the focus group session. As participants are recruited and scheduled, they will receive a confirmation email (see **Attachment K—Telephone Focus Group Confirmation Email**) describing how to join the sessions including the call-in number and the access code for the conference call.

Battelle will be responsible for moderating the focus groups. The focus groups will be digitally audio-recorded. All audio files and any written notes will be stored in a secure environment accessible only to Battelle staff. Focus group participants will be asked not to provide identifying information (such as their name or names of other people) while the focus group is being audio recorded. Upon completion of the telephone focus groups, Battelle will send audio recordings and the de-identified transcripts to CDC. Data will be analyzed using qualitative content analysis techniques. All results will be presented in the aggregate and responses will not be connected to any individual respondent. As with the web-based assessment, information collected will be used to provide recommendations for improvements and updates needed for program resources and materials and to give insights into how cancer survivorship needs can be met.

### **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 web-based information collection instrument was designed with particular focus on streamlining questions by maximizing multiple choice options and minimizing the amount of “other” answer options, thereby minimizing response burden. The telephone focus group interview guides were designed with a focus on gathering the most relevant information in order to maintain the designated length of time while obtaining the desired data.

#### ***Web-based Information Collection Instrument***

Following the invitation email (see **Attachment G—Web-based Assessment Invitation Email**), program directors will have 6 weeks to respond to the information collection to allow ample time for completion. Respondents may complete the web-based information collection in multiple sessions, if necessary. One week after it is launched, up to 3 email reminders (see **Attachment H—Web-based Assessment Reminder Email**) will be sent to non-respondents on a weekly basis. Those who do not respond after the third reminder email will receive up to two weekly reminder

phone calls (see **Attachment I—Web-based Assessment Reminder Phone Script**). Those who do not respond to the second reminder telephone call within 1 week, or by end of the 6-week information collection period, will be considered non-responders.

### ***Telephone Focus Groups***

Battelle will send an invitation email (see **Attachment J—Telephone Focus Group Recruitment Email**) to the selected respondents that will explain: the purpose of the focus group, and why their participation is important; method to safeguard their responses; that participation is voluntary; the expected time to complete the focus group; and contact information for the assessment team. For respondents interested in participating, Battelle will use both email and telephone calls to schedule the focus group session. As participants are recruited and scheduled, they will receive a confirmation email (see **Attachment K—Telephone Focus Group Confirmation Email**) describing how to join the sessions including the call-in number and the access code for the conference call.

## **4. Test of Procedures or Methods to be Undertaken**

The estimate for burden hours for the web-based information collection is based on a pilot test of the web-based information collection instrument by 4 public health professionals at the CDC. 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 30 minutes (range: 25 to 30 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 30 minutes) is used.

The estimate for burden hours for the focus group interview guides is based on a pilot test using one of the three focus group interview guides: Attachment D—Telephone Focus Group Interview Guide Cancer Survivor and Caregiver Audience. One focus group was conducted with 6 public health professionals. The duration of this pilot focus group was approximately 90 minutes. During this time, the moderator reviewed instructions with participants, allowed participants to review NCSRC materials as needed (e.g., website, brochures), and facilitated discussion. Although there are minor differences between the three focus group protocols, the number of questions and types of questions are similar. Therefore, it is expected that the estimated time to complete the focus group of 90 minutes will apply to all focus groups regardless of respondent type.

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

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## **LIST OF ATTACHMENTS – Section B**

Note: Attachments are included as separate files as instructed.

- F. Attachment F—Web-based Assessment Advanced Notification Email**
- G. Attachment G—Web-based Assessment Invitation Email**
- H. Attachment H—Web-based Assessment Reminder Email**
- I. Attachment I—Web-based Assessment Reminder Phone Script**
- J. Attachment J—Telephone Focus Group Recruitment Email**
- K. Attachment K—Telephone Focus Group Confirmation Email**