

School Health Resources: Assessing Awareness, Satisfaction, and Utility

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 will consist of 120 (state n=69; District of Columbia n=1, and local n=50) school health coordinators/directors from 50 states, the District of Columbia, and 50 local school districts funded under the CDC State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health/1305 (“1305”) and the Promoting Adolescent Health Through School-Based HIV/STD Prevention and School-Based Surveillance (“1308”) cooperative agreements, acting in their official capacities.

Information will be collected from respondents via three methods: a web-based assessment, telephone interviews, and in-person interviews. Details regarding the specific respondent universe and associated sampling for each of the methods are outlined below.

Web-based Assessment (n=70)

Respondents will include a total of 70 staff members (69 state and 1 District of Columbia) who coordinate the state’s 1305 and 1308 programs. No sampling procedures will be employed. Everyone in the respondent universe will be asked to participate in the assessment. Of the 70 state school health coordinators/directors, approximately 36 reside within in the Department of Public Health and 34 within the Department of Education.

Implementing strategies to support physical activity, nutrition, coordinated management of chronic conditions, and HIV/STD prevention in school settings are the responsibilities of both health department and department of education staff. Staffing configurations vary among the 1305 and 1308 grantees such that in some states, the primary contact for the implementation of school-based strategies is based in the health department and in others in the Department of Education or Public

Instruction. In order to reliably reach those leading the implementation of activities to improve school health, the respondent universe includes personnel from both settings.

We anticipate a response rate of approximately 80-90%. As described below, reminders will be sent to maximize participation.

Telephone Interviews (n=7)

A subset of the 70 respondents who participated in the web-based assessment will be invited to also participate in individual telephone interviews. We will purposively select 7 individuals (5 individuals who coordinate 1305 programs and 2 who coordinate 1308 programs) across five states that receive 1305 and 1308 funding. The selection of states to be included in the interviews will be determined in collaboration with CDC project officers and evaluators. Criteria that will be used to select states include: receive enhanced 1305 funding and 1308 funding, are geographically representative, and are promoting at least three of the four SHB tools/resources. Participating in interviews will be voluntary.

Based on past experience, we expect at least an 80% response rate. If a grantee declines to participate, CDC project officers and evaluators will be asked to identify another grantee from the same geographic area whose state meets other inclusion criteria.

In-person Interviews (n=50)

Individual, in-person interviews will be conducted with district-level staff working in up to two school districts in each of the states participating in the telephone interviews (described above). The districts will be selected in collaboration with state 1305 and 1308 representatives. States will be asked to recommend districts that receive the enhanced 1305 funding, exemplify adoption and high quality implementation of tools and resources, and that vary in the socio-economic level of their populations, with the goal of looking at each state's implementation in less-resourced in addition to more-resourced districts. For each district selected, we will work with the state 1305 and 1308 representatives to identify a contact person in the district (e.g., wellness coordinator). The local point of contact will work directly with UNC to identify up to five individuals who are most involved with the four resources being assessed. These individuals may include the district wellness coordinator, physical education lead, wellness council representative, or others. 50 district staff will be interviewed (5 states; 2 districts per state; 5 staff per district = 50).

We anticipate that at least 80% of those scheduled will participate in the in-person interviews. As described below, reminders will be sent to maximize participation.

2. Procedures for the Collection of Information

Data will be collected via three methods: A one-time web-based assessment (see **Attachment A—Online Assessment Instrument: Word version** and **Attachment B—Online Assessment Instrument: Web version**), telephone interviews (see **Attachment C— State-Level Phone**

Interview Guide), and in-person interviews (see **Attachment D— District-Level In-person Interview Guide**).

Web-based Assessment

For the web-based assessment, respondents will be recruited through an invitation email sent to all state-level coordinators of 1305 and 1308 programs (n=70) (see **Attachment F—Web-based Assessment Invitation 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 provide a link to the online assessment. Respondents will be asked to complete the assessment instrument within a three week (15 business days) period to allow ample time for respondents to complete it. Following the introductory email, a reminder email will be sent to non-respondents the second week following the initial invitation (8th business day) (see **Attachment G—Web-based Assessment Reminder Email 1**) and a second/final reminder will be sent the day before the assessment ends (14th business day) (see **Attachment H—Web-based Assessment Reminder Email 2**). Those who do not respond within four days from the second reminder email will be considered non-responders.

Information collected from the web-based assessment will be stored in a secure environment maintained by RTI. Once the 3-week information collection period has closed, data from will be downloaded from SurveyGizmo Software into an Excel spreadsheet file. Data will be reviewed for completion and simple descriptive statistics will be run looking at response frequencies. Depending on the response distribution, frequencies may be cross-tabulated to identify response similarities and differences between subgroups of respondents, such as those that work for the department of health as compared to those based at the department of education.

Telephone Interviews

For the telephone interviews, participants will be invited to participate by email (see **Attachment I—State-Level Phone Interview Invitation Email**). If the participant does not respond to the email within 10 days, a second email will be sent (see **Attachment J—State-Level Phone Interview Reminder Email**). If the participant does not respond to the second email within 7 days, a phone call will be made (see **Attachment K—State Level Interview Invitation Phone Script**). If the participant cannot be contacted or declines to participate, a replacement state will be identified from the same geographic area of the country in collaboration with CDC project officers. Telephone interviews will be conducted by two staff members from either RTI and/or UNC.

All telephone interviews will be recorded and transcribed. Verbal permission to be recorded will be obtained from the participant prior to the beginning of the interview. Data from the participant responses will be stored in a secure database maintained by UNC. Each of the transcribed

interviews will be compared against the recording to ensure accuracy. A directed form of content analysis will be used to analyze data, using the project's conceptual framework and logic model as guides. The qualitative software management program ATLAS.ti will be used to code the interviews.

In-person Interviews

For the in-person interviews, UNC will work closely with the state-level staff described above and ask them to do an initial call to the district level to assess their willingness to participate. State-level staff will be provided a one-page fact sheet to use to advise the districts of what will be asked of district staff should they choose to participate (see **Attachment L—One-Page Fact Sheet About the Project**). Once a district agrees to participate, the UNC administrative support person will coordinate with a primary point of contact for the district to identify up to five individuals most involved with the four CDC resources and to schedule in-person interviews. The interviews will be conducted by two staff from UNC and/or RTI International and take place over a two-day period within each of the selected states. For the in-person interviews, a schedule of the time and location of all interviews will be sent to all participants two weeks prior to the visit (see **Attachment M—District-Level In-Person Interview Confirmation Email**) and a reminder email will be sent the day prior to the visit (see **Attachment N—District Level In-Person Assessment Reminder Email**). If a person is unable to participate on the day of the site visit, which may occur to illness or staffing problems, that individual will be considered a non-responder.

All in-person interviews will be audio recorded and transcribed. Verbal permission to be recorded will be obtained from the participant prior to the beginning of the interview. Data from the participant responses will be stored in a secure database maintained by UNC. Each of the transcribed interviews will be compared against the recording to ensure accuracy. A directed form of content analysis will be used to analyze data, using the project's conceptual framework and logic model as guides. The qualitative software management program ATLAS.ti will be used to code the interviews.

Following analysis of responses to all information collection instruments, key findings will be shared in aggregate form with CDC staff, partner agencies and the respondents who participated in this information collection. Additionally, staff at UNC and RTI International will condense key findings from the web-based assessment, telephone interviews, and in-person interviews and refine them into a manuscript format, and submit for publication.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Although participation in the assessment is voluntary, every effort will be made to maximize the rate of response. The web-based assessment instrument was designed with particular focus on streamlining questions to allow for skipping questions based on responses to previous questions, thereby minimizing response burden. Following the introductory email (see **Attachment F—Web-based Assessment Invitation Email**) a reminder email will be sent to non-respondents the second week following the initial invitation (8th business day) (see **Attachment G—Web-based**

Assessment Reminder Email 1) and a second/final reminder will be sent the day before the assessment ends (14th business day) (see **Attachment H—Web-based Assessment Reminder Email 2**).

For the phone interviews, participants will be contacted by email (see **Attachment I—State-Level Phone Interview Invitation Email**). If the participant does not respond to the email within 10 days, a second email will be sent (see **Attachment J—State-Level Phone Interview Reminder Email**). If the participant does not respond to the second email within 7 days, a phone call will be made (see **Attachment K—State Level Interview Reminder Phone Script**). If the participant cannot be contacted or declines to participate, a replacement state will be identified.

For the in-person interviews, a schedule of the time and location of all interviews will be sent to all participants two weeks prior to the visit (see **Attachment L—District-Level In-Person Interview Email**) and a reminder email will be sent the day prior to the visit (see **Attachment M—District Level In-Person Assessment Reminder Email**).

4. Test of Procedures or Methods to be Undertaken

Web-based Assessment Instrument

The estimate for burden hours is based on a pilot test of the information collection instrument by 4 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 23 minutes (range: 20 to 25 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 25 minutes) is used.

Telephone Interviews

The state-level phone interview guide was pilot tested with 3 state-level staff working as the school health leads in their state's 1305- and 1308-funded programs. In the pilot test, the average time to complete the assessment, including time for reviewing instructions, gathering needed information and answering the questions, was approximately 45 minutes (range: 40-50 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 50 minutes) is used.

In-person interviews

The district-level interview guide was pilot tested with 3 district-level staff working in school health related positions. In the pilot test, the average time to complete the assessment, including time for reviewing instructions, gathering needed information and answering the questions, was approximately 45 minutes (range: 30-50 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 50 minutes) is used.

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 Invitation Email
- G. Attachment G— Web-based Assessment Reminder Email 1
- H. Attachment H— Web-based Assessment Reminder Email 2
- I. Attachment I— State Level Phone Interview Invitation Email
- J. Attachment J— State Level Phone Interview Reminder Email
- K. Attachment K— State Level Phone Interview Reminder Phone Script
- L. Attachment L— One-Page Fact Sheet about the Project
- M. Attachment M— District Level In-Person Interview Notification Email
- N. Attachment N— District Level In-Person Interview Reminder Email