

HHS Region VI Virtual Tabletop Exercise Assessment Documents

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Table of Contents

Section B – Information Collection Procedures.....	3
1. Respondent Universe and Sampling Methods.....	3
2. Procedures for the Collection of Information.....	3
3. Methods to Maximize Response Rates Deal with Nonresponse.....	3
4. Test of Procedures or Methods to be Undertaken.....	3
5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data.....	4
LIST OF ATTACHMENTS – Section B.....	4

Section B – Information Collection Procedures

1. Respondent Universe and Sampling Methods

The collection will include a total of 140 respondents. Respondents will be exercise participants, planners, and facilitators from the HHS Region VI VTTX on Sept. 8th 2016. Texas, Arkansas, Louisiana, Oklahoma, and New Mexico are the states participating in the exercises. Each state invites key stakeholders within their state to participate in the exercise. As there is always some fluidity as to who actually attends on the day of an exercise, the CDC does not collect demographic information from participants until during the exercise. Exercise facilitators and planners are state health department officials. The entire universe of exercise facilitators, planners, and participants will be included, therefore, no sampling methods will be used in this data collection.

2. Procedures for the Collection of Information

The information collection system consists of two emailed assessments.

Exercise Feedback Form (**Attachment A**) will be emailed to exercise planners and facilitators to distribute to the exercise participants. Exercise facilitators and planners will collect all participants' responses and return the forms electronically via email.

Exercise Findings Form (**Attachment B**) will be emailed to exercise planners / facilitators for completion at the end of the exercise. They will return the form via email.

Respondents will be recruited through a notification email to the respondent universe (see **Attachment C**). The notification email will explain:

- The purpose of the assessment, and why their participation is important
- Contact information for the assessment team

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 1 week period to allow ample time for completion. Respondents may complete the assessment in multiple sessions, if necessary. Reminders (**Attachment D**) will be sent on the last week to non-respondents to urge them to complete the assessment.

Data from the instrument will be compiled, coded for themes and organized for presentation at the HHS Region VI VTTX Follow-up meeting.

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. A reminder email will be sent to those who have not completed the assessment during the last week of the assessment period.

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot of the information collection instruments by 6 of public health professionals. The estimated time to complete the instruments is 10 minutes for the Exercise Participant Feedback form and 120 minutes for the Exercise Feedback form based on pilot testing.

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

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LIST OF ATTACHMENTS – Section B

Attachment A – Exercise Findings Form

Attachment B – Exercise Participant Feedback Form

Attachment C - Exercise Feedback Form Notification Email

Attachment D - Exercise Findings Form Notification Email