

Preventive Health and Health Services Block Grant Assessment

OSTLTS Generic Data collection Request
OMB No. 0920-0879

Supporting Statement – Section B

Submitted: August 3, 2017

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Section B – Data collection Procedures

1. Respondent Universe and Sampling Methods

The respondent universe for this data collection includes 61 (50 states, the District of Columbia, 2 tribes, 5 U.S. territories, and 3 freely associated states) health departments (see **Attachment A – List of PHHSBG Grantees**) funded under the Preventive Health and Health Services Block Grant (PHHSBG).

Respondents will consist of PHHSBG coordinators, or their designees, acting in their official capacity. Designees invited to participate may hold the titles of ‘Health Program Manager’, ‘Public Health Treatment Program Administrator’, and ‘Performance Improvement Specialist’ among others. Regardless of title, the individuals invited to participate in this assessment were chosen because of their specialized knowledge and experience in managing and administering PHHSBG funds within their jurisdictions.

No sampling will be used for this assessment as all 61 jurisdictions receiving PHHSBG funds will be invited to participate in the assessment. There will be no duplication across the health departments included within this assessment, making 61 the respondent universe total.

2. Procedures for the Collection of Information

Data will be collected via a web-based data collection instrument (see **Attachment B – Instrument: Word version** and **Attachment C – Instrument: Web version**) and respondents will be recruited through a notification email (see **Attachment D – Invitation Email**) sent to the respondent universe. The notification email will explain:

- The purpose of the data collection, and why their participation is important
- Instructions for participating and a link to the web-based instrument
- Method to safeguard their responses
- That participation is voluntary
- The expected time to complete the instrument
- Contact information for the project team
- Timeframe for participation in the assessment (four weeks from initial email)

Respondents will be asked to provide their responses to the data collection instrument within a 4-week period. Two weeks following the invitation email, a reminder email (see **Attachment E – Reminder Email**) will be sent to those who have not responded. A final reminder email (see **Attachment F – Final Reminder Email**) will be sent to those who have not responded during the third week indicating that the assessment will be available for one more week. Those who do not respond to the final reminder email within 1 week, or the end of the 4-week information collection period, will be considered non-responders.

Once the 4-week data collection period has closed, responses will be downloaded, exported to an Excel® spreadsheet, and saved to a secure database maintained by ASTHO. ASTHO will then

share the data with CDC. Data will be analyzed using Microsoft Excel[®] to produce charts and data visualizations that describe the PHHSBG as a whole. Descriptive statistical analyses will be conducted on responses to multiple-choice questions and qualitative analyses on response to open-ended questions. Upon completion of data analysis, CDC will develop an aggregated report summarizing the results. The report will then be shared with CDC leadership, ASTHO, and PHHSBG coordinators.

3. Methods to Maximize Response Rates Deal with Nonresponse

Although participation in the data collection is voluntary, the project team will make every effort to maximize the rate of response. The data collection 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 notification email (see **Attachment D – Invitation Email**), respondents will have 4 weeks to complete the instrument. Those who do not respond within 2 weeks will receive a reminder email (see **Attachment E – Reminder Email**) urging them to complete the instrument. A final reminder email (see **Attachment F – Final Reminder Email**) will be sent to non-respondents during the third week indicating that the tool will be available for one more week. Those who do not respond to the final reminder email within 1 week, or the end of the 4-week information collection period, will be considered non-responders.

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the data collection instrument by 3 grantees selected from the PHHSBG evaluation workgroup. In the pilot test, the average time to complete the instrument including time for reviewing instructions and completing the instrument, was approximately 40 minutes (range: 15 to 60 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 60 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.

- D. Attachment D – Invitation Email**
- E. Attachment E – Reminder Email**
- F. Attachment F – Final Reminder Email**