

# **Centers for Disease Control and Prevention Public Health Law Program Needs Assessment**

OSTLTS Generic Data collection Request  
OMB No. 0920-0879

## **Supporting Statement – Section B**

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## Section B – Data collection Procedures

### 1. Respondent Universe and Sampling Methods

Data will be collected from a total of 500 respondents including 342 (50 state, 291 local, and 1 District of Columbia) health officials, or his/her designee and 158 (110 state, 47 local, and 1 District of Columbia) public health department attorneys. All respondents will be acting in their official capacities, via a web-based instrument (see **Attachment A — Instrument: Word Version and Attachment B — Instrument: Web Version**).

A description of each type, sampling, and number invited to participate is described below:

- **State and Local Health Officials** (n=342):
  - **State Health officials** (n= 51): One state health officer from each of the 50 states and District of Columbia will be invited to participate in the survey. No sampling will be employed.
  - **Local Health Officials** (n=291): To determine the total number of respondents and locate contact information for local health officers, PHLP used two sources. The first source is a list of all local health departments contacted by NACCHO for their periodic local health department survey. The second source is a public directory hosted by NACCHO of all local health departments with contact information for each. After reviewing both lists, we found approximately 2,600 local health officers. In order to gain a representative sample, 291 local health officials will be randomly selected. Each individual from this list is chosen entirely by chance and each person has an equal chance of being included in the final sample of local health officers.
- **Public Health Department Attorneys** (n=158):
  - **State Public Health Department Attorneys** (n=110): All attorneys located in state health departments that subscribe to PHLP's 'Public Health Counsel' listserv will be invited to participate in the survey. No sampling will be employed.
  - **Local Public Health Department Attorneys** (n=47): All attorneys located in local health departments that subscribe to PHLP's 'Public Health Counsel' listserv will be invited to participate in the survey. No sampling will be employed.
  - **District of Columbia Health Department Attorney** (n=1): All attorneys located in the District of Columbia health department that subscribe to PHLP's 'Public Health Counsel' listserv will be invited to participate in the survey. No sampling will be employed.

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

Data will be collected via a web-based instrument and respondents will be recruited through an invitation email (see **Attachment C — Invitation Emails**) sent to each respondent group in the respondent universe. The notification email will explain:

- The purpose of the data collection, and why their participation is important
- Instructions for participating
- Method to safeguard their responses
- That participation is voluntary
- The expected time to complete the instrument
- Contact information for the project team
- Include a PDF attachment of the survey for participant review

Respondents will have three weeks to complete the online assessment. A reminder (see **Attachment D — Reminder Emails**) will be sent to each of the respondent groups one week after the initial email, reminding respondents about the assessment and participation deadline. The final week of the survey, two final reminders (see **Attachment E — Final Reminder Email**) will be sent—one at the beginning of the week and one the day before the survey closes. Each will remind the respondents of the survey's purpose and deadlines and will include a PDF attachment of the survey. Those who do not respond within a week of the final email reminder, or the end of the 3-week data collection period, will be considered non-responders.

Once the three-week data collection period has closed, data will be downloaded, cleaned and analyzed in Microsoft Excel. Descriptive analyses will be employed for quantitative items to report frequencies, trends, etc. Thematic analyses will be utilized for qualitative items. Group comparative analyses will also be conducted to compare findings from the different audiences represented in the sample. All information will be kept on secure, password protected servers accessible only to project team members. Data collected during the assessment will be shared only in aggregate form.

Upon completion of data analysis, findings from the assessment will be used to create PHLP's new 5-year strategic plan. The information will also be used to create an aggregated master report for PHLP and OSTLTS senior leadership and, may be included in a publication. This report will also likely be made available to respondents and the public via PHLP's website.

## **3. Methods to Maximize Response Rates - Deal with Nonresponse**

Although participation in this 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. Also, an effort was made to limit questions requiring narrative responses from respondents whenever possible.

Following, the invitation to participate (see **Attachment C — Invitation Emails**), a reminder (see **Attachment D — Reminder Emails**) will be sent to each of the respondent groups one week after the initial email, reminding respondents about the assessment and participation deadline. The final week of the survey, two final reminders (see **Attachment E — Final Reminder Email**) will be sent—one at the beginning of the week and one the day before the survey closes. Each will remind the respondents of the survey’s purpose and deadlines. Those who do not respond within a week of the final email reminder, or the end of the 3-week data 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 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 6 minutes (range: 4 – 8 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 8 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 C — Invitation Emails**
- E. Attachment D — Reminder Emails**
- F. Attachment E — Final Reminder Email**