

Syndromic Surveillance Practice Assessment

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

Data will be collected from health department syndromic surveillance senior staff persons (e.g. Principle Investigator, Project Manager, Program Coordinator, Epidemiologist, etc.) associated with the NSSP grant at each of 31 state and local health departments across the United States. The awardees are comprised of 28 state health departments and 3 local health departments. The methods used in this data collection do not include a sampling strategy since our target population consists of all 31 National Syndromic Surveillance Program (NSSP) funded awardees (**Please see Attachment A – Respondent Universe**).

The Division of Health Informatics and Surveillance (DHIS) in the Centers for Disease Control and Prevention (CDC) houses all grantee contact information. The work email addresses for health department syndromic surveillance staff persons at all 31 state and local health departments will be pulled from an internal DHIS share drive and will be used to reach our target group.

2. Procedures for the Collection of Information

The assessment will be administered over the telephone and data will be collected from respondents during regularly scheduled monthly meetings between CDC/DHIS/PEB project officers and their respective grantees. During the monthly meeting when the assessment will be administered, the CDC/DHIS/PEB Project officers will introduce the assessment and the primary data collector (a PEB staff member) at which point the CDC/DHIS/PEB project officer will turn the call over to the primary data collector. The primary data collector will ask the questions and capture responses on a paper hardcopy of the assessment questionnaire. If needed, the primary data collector may also ask the respondent to clarify their responses. The primary data collector is solely responsible for conducting the interviews and will only do so once introduced by the CDC/DHIS/PEB project officer. After the assessment is conducted, project officers will resume their regularly scheduled monthly call to discuss topics as applicable.

A week prior to their regularly scheduled one on one with their CDC project officers, the grantees will receive an email from their assigned CDC project officer inviting them to participate in the assessment and letting them know that the questionnaire will be administered over the telephone during an upcoming regularly scheduled monthly meeting (**Please see Attachment C – SSPractice_Invitation_Email**). The email will have the interview guide attached to allow jurisdictions the opportunity to gather necessary information prior to the interview and thereby streamlining the interview process. 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 interview

- Contact information for the project team

Messaging to respondents will be consistent and standardized, to the extent applicable and appropriate. The communication will provide information on how the assessment will be administered, how participation in the assessment will help CDC, expected time to complete the assessment, and the NSSP Service Desk² should any questions about the assessment arise prior to the discussion.

Once responses have been collected and the data collection period is over, the data will be entered into EpiInfo³. Data will be stored in a secure environment maintained by CDC. Quantitative data will be analyzed using SAS and qualitative data will be analyzed using MAXQDA12.

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 response rate. The data collection instrument was designed with particular focus on streamlining questions to allow for skipping parts of questions based on responses, thereby minimizing response burden. In addition, administering the questionnaire over the phone will help minimize the respondents' time in providing answers. A week prior to their regularly scheduled one on one with their CDC project officers, the grantees will receive an email from their assigned CDC project officer inviting them to participate in the assessment and letting them know that the assessment will be administered over the telephone during an upcoming regularly scheduled monthly meeting (**Please see Attachment C – SSPractice_Invitation_Email**).

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 2 public health professionals. In the pilot test, the range of time to complete the instrument including time for reviewing instructions, gathering needed information and completing the instrument, was 10-15 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 15 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

Attachment A: Respondent Universe
Attachment C: SSPracticeAssessment_Invitation_Email

REFERENCE LIST

1. Centers for Disease Control and Prevention. National Syndromic Surveillance Program. NSSP Overview. Available at <http://www.cdc.gov/nssp/overview.html>. Accessed on April 5, 2017.
2. NSSP Service Desk Login Page. Available at <https://icf-biosense.atlassian.net/servicedesk/customer/portal/6/user/login?destination=portal%2F6>. Accessed on June 27, 2017
3. Centers for Disease Control and Prevention. Epi Info Overview. Available at <http://www.cdc.gov/epiinfo/index.html>. Accessed on April 27, 2017.