

**PUBLIC HEALTH ASSOCIATE PROGRAM (PHAP)  
ALUMNI ASSESSMENT**

OSTLTS Information Collection Request

**Supporting Statement – Section B**

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## Section B – Data Collection Procedures

### 1. Respondent Universe and Sampling Methods

The respondent universe is comprised of 380 PHAP alumni for whom the PHAP evaluation team has a valid, personal email address (collected during the PHAP program). Although the 2 year PHAP program was initiated in 2007 and continues today, valid personal email addresses were not systematically collected until 2014. Therefore, the primary respondent pool for the PHAP Alumni Assessment will focus on alumni who graduated in 2014 and beyond. Specifically, PHAP Alumni Group 1 is the Class of 2012 who graduated in 2014. PHAP Alumni Group 2 is the Class of 2013 who will graduate in 2015, and PHAP Alumni Group 3 is the Class of 2014 who will graduate in 2016. Each year, the PHAP program enrolls up to 200 associates. There are 100 alumni who make up Group 1 Class of 2012 respondents, there are 135 alumni who make up Group 2 Class of 2013 respondents, and there are 145 alumni who make up Group 3 Class of 2014 respondents. Given that the Alumni Assessment will be administered at different time periods to different classes (1 year and 3 years post-graduation), the maximum number of potential respondents during a given year of the three-year ICR approval is not expected to exceed 245 respondents. The following table illustrates this information.

	Year 2015	Year 2016	Year 2017
Group 1: Class of 2012	100		100
Group 2: Class of 2013		135	
Group 3: Class of 2014			145
Estimated total # of respondents per year	100	135	245

The data collection efforts described in this proposal concern the entire universe of potential respondents. As collecting data from the entire population of respondents is feasible, a sampling strategy will not be employed. Note, the values reported in section A12 burden table represent and average for annualized burden over the course of three years.

### 2. Procedures for the Collection of Information

Data will be collected through a web-based data collection instrument. The assessment will be distributed to all individuals within the respondent universe at pre-determined data collection administration points: 1 year and 3 years post-graduation for each PHAP class.

No personal identifying information will be collected on the PHAP Alumni Assessment. However, the PHAP Alumni Assessment will be distributed to alumni using contact information that is collected during the federal program. Prior to graduation, program participants will be asked by program staff to provide contact information (i.e., email address) for how they can be reached after graduation.

Participants who choose to provide contact information prior to PHAP graduation will be assigned a unique participant identification number so that data collected and maintained from

the PHAP Alumni Assessment will not be stored or retrieved by name. Each participant will be invited to participate in the PHAP Alumni Assessment via a customized email invitation. The email invitation will inform participants of the planned data collection and announce dates the data collection will remain open. Each email invitation will contain an embedded link that is unique to that participant; each participant will only have access to his/her link. The web-based assessment will not require a login. Each alumnus unique survey link will be linked to his or her individualized identification number. Upon clicking on the link, the participant will be taken directly to the beginning of the survey.

The spreadsheet linking unique ID numbers to personal identifiable information (i.e., name, email address) will be maintained in a separate, password-protected record file on CDC file servers and will never be stored or linked with assessment results. Procedures will be followed to limit the linkage of ID numbers and personal identification information. The spreadsheet linking unique ID numbers to personal identifiable information will only be accessible by the PHAP evaluation team. Data collected will be downloaded into Microsoft Excel for analysis. No identifiable information describing respondents will be included in the analyzed data and aggregate reports.

Respondents will have a period of 21 days to complete the assessment. The time burden is estimated to be approximately 8 minutes. Two reminder emails will be sent to non-responders 1 week following assessment distribution and 1 day prior to the closure of the data collection window (see Att. D Email Reminder).

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

Advance notification via the email invitations to the data collection instrument (see Att. C Email Invite) will be utilized to maximize response rates. Additionally, the emails will be personalized to respondents to encourage participation as well as protect each individual's privacy. The email invitation introduction will contain the purpose of the information collection and directions for completing the web-based data collection instrument. The introduction will emphasize the importance of input from PHAP alumni for the purpose of measuring program outcomes. The web-based format is expected to increase the response rate because it will ease administration of the assessment. Additionally, two reminder emails (see Att. D Email Reminder) will be utilized to maximize response rates.

Given that data will be collected from alumni who are volunteering to complete the PHAP Alumni Assessment, it is reasonable to expect that the response rates will progressively decline as more time passes between when an alumnus graduated from PHAP and when he/she receives the Alumni Assessment. That is, it is expected that the response rate for the Alumni Assessment administered 1 year post-graduation will be better than the Alumni Assessment administered 3 years post-graduation.

### **4. Test of Procedures or Methods to be Undertaken**

The Alumni Assessment was piloted with five public health professionals in December, 2014 to assess the clarity of the questions and response categories and estimated time required to complete the data collection.

In the pilot test, the average time to complete the assessment, including time for reviewing instructions and completing the Assessment was approximately 7.5 minutes. Based on these results, the estimated time range for actual respondents to complete the assessment is 6-8 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**

The plans for statistical analyses for this assessment were developed by CDC staff in OSTLTS/Division of Public Health Performance Improvement (DPHPI)/Applied Systems Research and Evaluation Branch (ASREB). Data collection will be supported by CDC/OSTLTS/DPHPI/ASREB staff. The following individuals support this effort.

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**LIST OF ATTACHMENTS – Section B**

Att. D Email Invite

Att. E Email Reminder