

SAMHDA Data Portal Applications

Supporting Statement

A. Justification

1. Circumstances of Information Collection

The Substance Abuse and Mental Health Administration (SAMHSA), Center for Behavioral Health Statistics and Quality (CBHSQ) funded the SAMHDA contract to promote the access and use of the nation's substance abuse and mental health data on December 3rd, 1997. This includes public-use data files, file documentation, and access to restricted-use data files to support a better understanding of this critical area of public health. As a part of the SAMHDA initiative, the Data Portal was created and launched in January of 2013. The Data Portal provides researchers that need access to restricted-use data remote access to confidential data via a virtual desktop from a secure, approved location. Completions of an application process and project approval are required for Data Portal access. The information being collected in this needs assessment will provide CBHSQ the information required to determine whether a researcher is qualified to obtain access to the Data Portal, and restricted-use data collected under the Confidential Information Protection and Statistical Efficiency Act (CIPSEA).

Section 501(h) of the Public Health Service (PHS) Act [42 USC 290aa] directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA) to establish a vehicle for the public and researchers to have easy access to SAMHSA's datasets to carry out the requirements of Title V of the PHS Act. SAMHSA has determined that it is important to proactively ensure that researchers wishing to obtain access to restricted-use data are qualified to do so, and accordingly SAMHSA has developed an application form for use by individuals who wish to apply. SAMHSA has developed an application form (Attachment A) for use by individuals who wish to apply for access to the Data Portal.

This data collection is in use without OMB approval because the program did not realize approval was needed for this application.

2. Purpose and Use of Information

The application form has been developed to capture the essential information about the individual applicants. SAMHSA will use the information about knowledge, education and experience provided on the applications to identify appropriate and qualified researchers. Depending on their experience and qualifications, applicants may be granted access to the Data Portal and restricted-use data.

3. Use of Information Technology

Applicants are offered three ways to apply. They may complete an online PDF application available on the SAMHDA website, they may submit an application electronically by e-mail or fax, and they may send hard copy via regular mail. All data use agreements and affidavits of nondisclosure must be sent by postal mail, with original notary and applicant signatures.

4. Efforts to Identify Duplication

SAMHSA has no other vehicle for potential researchers to submit information about themselves for consideration in this capacity. There is, therefore, no duplication of information.

5. Involvement of Small Entities

No small entities are involved in this data collection.

6. Consequences If Information Collected Less Frequently

Individuals will have to submit an application only one time, unless they wish to update information previously submitted. Without this application, SAMHSA will not be able to allow researcher's access to restricted use data via the Data Portal in a consistent, standardized manner.

7. Consistency With the Guidelines in 5 CFR 1320.5(d)(2)

This application is fully consistent with 5 CFR 1320.5(d)(2).

8. Consultation Outside the Agency

The notice required in 5 CFR 1320.8(d) was published in the *Federal Register* on January 21, 2014 (Vol. 80, Page 2952). No comments were received.

9. Payment to Respondents

There will be no payment to respondents for submitting an application.

10. Assurance of Confidentiality

All information submitted in these reviewer applications will be kept private, in the same manner that personnel applications are handled. Program is current seeking a 3rd party Privacy Impact Assessment (PIA) and System of Records Notice (SORN). Both were submitted to HHS in spring of 2014.

11. Questions of a Sensitive Nature

The items on the application are not considered sensitive.

12. Estimates of Annualized Hour Burden

The following table summarized the estimated annual response burden for this application.

Number of Respondents	Responses/ Respondent	Total Annual Responses	Burden/Response (Hrs.)	Total Burden Hours	Hourly Wage Cost (\$)	Total Wage Cost (\$)
100	1	100	5	500	\$75.00*	\$37,500

*Hourly wage based off 'Research Analyst rate found at gsa.gov, using the labor pricing portal

The estimate is that the average time that most individuals will need to complete the application will be between four and five hours, including time to update their resume, fully detail their research project proposal, and to gather information from their Information Technology staff about their IP address and any other security requirement that are IT related.

The basis for the hourly wage is determined by the average salary of individuals in locales around the country who would have the type of qualifications similar to the applicants. These individuals would be from Universities, research institutes, and other government agencies. This hourly wage is based on GSA's labor pricing tool that is used for determining Independent Government Cost Estimates for Contracts.

13. Estimates of Annualized Cost Burden to Respondents

There are no capitol or startup costs and no operation and maintenance of services costs to respondents associated with this application.

14. Estimates of Annualized Cost to the Government

The estimated annual cost to the government for staff to review and process these applications is approximately \$100.00 per hour. The estimated time to review these applications averages about 1 hour, including the time to review and re-review after any requested changes made by applicants. Assuming a 1 hour review average for 100 applications, the total annual cost will be approximately \$10,000.

The total average cost of the SAMHDA contract to the government is about \$1.29 million per contract year. There is a task within the contract specifically for the Data Portal, with a \$200,000 designation. About a fifth of this is used for all activities relating to Data Portal applications, collecting, reviewing and interfacing with applicants regarding their submissions. This amounts to \$40,000 per year.

The total annualized cost to the government is \$50,000.

15. Changes in Burden

There is a new data collection, currently in use without OMB approval.

16. Time Schedule. Publication and Analysis Plans

The form is publicly available on SAMHDA's web site. Applications will be reviewed as received for completeness and appropriateness.

17. Display of Expiration Date

The expiration date for OMB approval will be displayed.

18. Exceptions to Certification Statement

This collection of information involves no exceptions to the Certification for Paperwork Reduction Act Submissions. The certifications are included in this submission.

B. Statistical Methods

This information collection does not involve statistical methods.

List of Attachment

A. Instructions and Application Form