

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0990-0379)

TITLE OF INFORMATION COLLECTION: Senior Public Health Advisor

PURPOSE:

The OASH Insular Areas Improvement Initiative comprises two tasks which aim to: (1) assess the root causes of challenges associated with the United States insular areas federal resource management process and identify recommendations to address those challenges; (2) develop a healthcare service delivery planning tool for Freely Associated States (FAS) hospital and health leaders to assess hospital service needs and resources, identify resources required to meet those needs, and to help health leaders improve their systems of care. The purpose of the small discussion groups is to help inform both tasks 1 and 2 of the initiative.

DESCRIPTION OF RESPONDENTS:

For task 1, we will conduct up to 16 small discussion groups consisting of HHS grant awardees in the insular areas. Up to 2 discussion groups will be held in each of the 8 insular areas, including Guam, Saipan (CNMI), Palau, Chuuk (Micronesia), Pohnpei (Micronesia), Pago Pago (American Samoa), Puerto Rico and the U.S. Virgin Islands. Each small discussion group will comprise up to 7 people.

For task 2, we will pilot test the planning tool through 3 small discussion groups – one group will be held at Palau, Chuuk, and Pohnpei. Each group will comprise up to 5 people.

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group

- Customer Satisfaction Survey
- Small Discussion Group
- Other: _____

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Subroto Banerji

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? Yes No
3. If Applicable, has a System or Records Notice been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Local and State Government-task 1	112	8	896
Local and State Government – task 2	15	3	45
Totals			941

FEDERAL COST: The estimated annual cost to the Federal government is
 _\$161,129_____

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.