

“Assessing Community-Based Organizations’ Partnerships with Schools for the Prevention of HIV/STDs”

OMB #0920-new

Supporting Statement Part B

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Supported by:

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## List of Attachments

Attachment Number	Document Description
1	Public Health Service Act Legislation
2	60 Day FRN
3	CBO Assessment Questionnaire
4	HWC Assessment Questionnaire
5	Web-based CBO Assessment Questionnaire
6	Web-based HWC Assessment Questionnaire
7	Introductory Email / Study Information Sheet
8	Web-based Informed Consent Form for the CBO Questionnaire
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## **Section B: Collections of Information Employing Statistical Methods**

### **B.1 Respondent Universe and Sampling Methods**

#### *Web-based Instrument*

The respondent universe for the two Web-based instruments will consist of selected staff from Community-Based Organizations (CBOs) and Health and/or Wellness Centers (HWCs) (HWCs include school wellness centers and school-based health centers) that are partnered with the three local education agencies (LEAs) that are participating in strategy 4 of cooperative agreement PS13-1308: Broward County Public Schools (BCPS) in Broward County, Florida; Los Angeles Unified School District (LAUSD) in Los Angeles, California; and San Francisco Unified School District (SFUSD) in San Francisco, California.

Representatives from up to 60 organizations (30 CBOs and 30 HWCs) (20 organizations per LEA) will be asked to participate. The assessment will be administered in 2015 and up to 2 more times in 2016 and 2018. These data collection points coincide with the initiation of project activities and the mid-way and end points of the PS13-1308 cooperative agreement. The LEAs have not confirmed the number of CBOs and HWCs they are working with; however, based on current and proposed partnerships in the participating LEAs and conversations we have with LEA staff to plan for this information collection, we estimate that up to 20 organizations will participate per LEA, for a total of up to 60 respondents across the 3 LEAs each year. This number may be lower in the first year, but may grow closer to 20 organizations per LEA as they develop partnerships with more organizations. All current key partners of the LEAs will be included in the initial round of data collection; we expect there to be fewer than 20 organizations per LEA in the baseline year (LEAs will be building additional partnerships as part of their program work). It is expected that any organization participating in the initial round of data collection will be asked to participate in subsequent data collection rounds. It is expected that most, if not all, participant organizations will retain some level of association/partnership with the LEA for the course of the of program and assessment period. We hope to avoid non-response in follow-up years, but we expect that if it does occur, it should be minimal (10% or less). Because all current key partners of LEAs will be invited to participate beginning with the first round of data collection, we are capturing a census of the key partners. Furthermore, because responses represent an organization and not an individual (though individual staff members will complete the questionnaires), we improve our chances of avoiding non-response because individual staff changes will not impact the ability of an organization to provide a response to the questionnaire. In addition, if LEAs add new organizations to their current group of partners (which is expected), representatives from those new organizations will be asked to complete questionnaires in the 2016 or 2018 round of data collection, providing that the maximum number of respondents had not already been reached. Because new organizations may be added to the sample in follow-up data collections (and therefore, our samples will likely differ from baseline to follow-up), the samples will be treated as independent cross-sectional samples that will be analyzed for differences between the samples. This will allow us to see if the services being offered by partner organizations (an indicator of youth access to services) and the quality of the LEAs' relationships with their partners) are significantly different between the first and follow-up data collections.

Evaluators will work with each LEA to identify their relevant CBO and HWC partners. Evaluators will ask each school to provide a list of CBOs and HWCs and contact information (business email) for a contact at each location. The instrument will be sent to one representative from each of those CBOs or HWCs. This person will be selected to respond on behalf of the organization due to his/her broad knowledge of the activities conducted in partnership with schools. CBO or HWC representatives will be encouraged to consult with other staff, as needed, to complete the questionnaire.

The estimated burden time includes the time for reading the information sheet, instructions, reviewing the consent form online, gathering information from up to two colleagues, and completing the questionnaire. It is estimated that respondents will take 20 minutes to collect information from their colleagues and 40 minutes to complete the questionnaire for a total of 60 minutes (1 hour).

<b>Respondents</b>	<b>Number</b>
HWC staff	30 (up to 10 in each of 3 LEAs)
CBO staff	30 (up to 10 in each of 3 LEAs)
<b>TOTAL RESPONDENT UNIVERSE AT EACH ADMINISTRATION (ACROSS ALL 3 LEAs)</b>	<b>60 Respondents Total</b>

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

### *Web-based Instrument*

The Web-based questionnaires (**Attachments 5 and 6**) will be administered in 2015, 2016, and 2018. Each CBO or HWC representative will receive either the CBO Assessment Questionnaire (see **Attachment 5**) or the HWC Assessment Questionnaire (see **Attachment 6**), depending whether he/she works for a CBO or a HWC. The Web-based instruments will be distributed, and data will be collected, using the Web-based data collection tool, SurveyMonkey®. Staff will access the instrument using a link sent via email. The assessment will take 40-60 minutes to complete, and staff will be permitted to take it on their own computer or a work computer at a convenient time (during the work day or outside of work hours), as determined in conjunction with the CBO or HWC. Staff will have a 2-week window during which to complete the survey. Once data collection is complete, all MS Excel files downloaded from SurveyMonkey® will be converted to an SAS or SPSS file format for analysis.

### Power Analysis

This activity did not include a power analysis as we are conducting a census of relevant partners of each LEA. The goal of the survey is to gather information from all of the CBOs and

HWCs that each district is working with that are related to the activities that are part of this grant program. This information is not intended to be generalizable. We aim to assess differences between the samples collected at baseline and follow-up data collections in terms of both services offered by CBOs/HWCs and the quality of the CBO/HWC's partnerships with the LEAs. This information will be used to inform the development of these partnerships during the funded period.

### **B.3 Methods to Maximize Response Rates and Deal with No Response**

Participating schools have signed letters of agreement to participate in the HIV/STD prevention project and related evaluation activities, including facilitating recruitment for the CBO/HWC Web-based survey. Specific efforts to promote participation in the data collection activity is described below.

#### *Web-based Instrument*

CBO/HWC staff will have a 2-week window during which to complete the assessment. Staff will be permitted to take it on a work or personal computer at a convenient time (during the work day or outside of work hours), as determined by their organizations' policies. The decision about specific administration dates is made in coordination with each CBO/HWC to ensure that the time of administration selected results in the least burden/highest possible acceptability for the organization.

When respondents access the link, they will view a consent statement (**Attachments 8 and 9**) before entering the Web-based survey. The consent statement emphasizes the voluntary nature of participation and lack of any consequences to them for choosing not to complete any or all of the survey. The consent statement will also state that responses will not be attributable to them or linked with any personally identifying information. Participants will see a prompt to click on the button to proceed with the questionnaire, which will indicate that they have read the information in the consent statement and agree to participate. This process will be the same for each year of the data collection.

To encourage participation, contractor data collectors will work with the CBOs/HWCs throughout the process to ensure recruitment of the correct staff, and send up to three reminders to ensure completion of the web-based assessment. School administrators may also inform the CBOs/HWCs to expect being contacted about the assessment. This recruitment process will be the same for each year of the assessment (2015, 2016, and 2018).

Upon completion of the questionnaire, the Web-based administration program will indicate the survey is over and will thank the participant for his/her participation.

To minimize non-response, we have designed this data collection to be representative of the participating CBOs and HWCs rather than the individuals completing the questionnaire. As a result, we expect there to be little, if any, non-response in follow up rounds of data collections. Because getting response from a representative of the organization does not require the same staff member to complete the questionnaire in each data collection round, we do not lose the

ability to get a response when there is staff turnover or changed contact information. Many of the CBOs/HWCs have long-standing relationships with the LEAs and most are likely to remain in the community for the length of this data collection. Non-response is most likely in the event that a CBO/HWC closes its doors. We will record any instances of non-response, but we expect non-response to be minimal, if it happens at all. As a result, we do not expect non-response to have a substantial impact on this data collection or ability to use the data.

#### **B.4 Tests of Procedures or Methods to be Undertaken**

##### *Web-based Instrument*

The Web-based instrument was developed for this study through an iterative process of reviewing existing instruments for relevant survey items and identifying gaps where study-created questions were needed. Whenever possible, items were selected from valid and reliable data collection instruments. The questionnaires will include questions on the following topics: services offered by the organization; the respondent's role within the organization; and the organization's relationships with the school district and participating schools in the LEA. The information collection instrument was pilot tested by 4 individuals who have experience working in a CBO or HWC serving youth populations. Feedback from this group was used to refine questions as needed, ensure accurate programming and skip patterns and establish the estimated time required to complete the information collection instrument.

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