

**DOCUMENTATION FOR THE GENERIC CLEARANCE
FOR THE COLLECTION OF QUALITATIVE RESEARCH & ASSESSMENT**

TITLE OF INFORMATION COLLECTION: Hospital Preparedness Program (HPP)
Coalition Assessment Tool (CAT)

- INTERVIEWS
- SMALL DISCUSSION GROUPS
- FOCUS GROUPS
- QUESTIONNAIRES
- OTHER (EXPLAIN)

DESCRIPTION OF THIS SPECIFIC COLLECTION

1. Intended purpose

The Coalition Assessment Tool is designed to be an online assessment and monitoring tool for the Division of National Healthcare Preparedness Programs' (NHPP) Hospital Preparedness Program (HPP) 400+ health care coalitions (HCC), awardees, and Division staff (Field Project Officers [FPOs] and SHARPER). The CAT's intended purpose is to:

- Allow HCCs to fill out a simplistic, online survey-like form that will help provide a self-assessment of their current state against the *2017-2022 Health Care Preparedness and Response Capabilities* and the *2017-2022 Healthcare Preparedness Program (HPP) Performance Measures*
- Provide the ability for various users (HCCs, awardees, Field Project Officers (FPOs)) to download simple reports containing the data entered
- Provides the ability for HCCs to upload verifying information that they have met various cooperative agreement requirements and are making progress toward Capabilities and Measures
- Offers various downloadable technical assistance guidance (e.g., exercise guidance) that HCCs can save, print, etc. for later use
- Provide links to external technical assistance materials, developed or in development, on ASPR's Technical Resources, Assistance Center, and Information Exchange (TRACIE)

2. Need for the collection

The data collected in the CAT is needed to:

- Assist NHPP leadership, FPOs, and awardees to access and view data to track and monitor performance and progress
- Inform NHPP's decision-making, help communicate progress to stakeholders, and respond to various stakeholder inquiries

This CAT is also a requirement for all 486 HCCs, per HPP's Funding Opportunity Announcement (FOA).

3. Planned use of the data

Besides the uses cited in #2 above, the data will be used to:

- Inform HCC technical assistance needs
- Provide awardees with HCC-level data that can be used by awardees to fulfil end-of-year reporting requirements

4. Date(s) and location(s)

The Coalition Assessment Tool is anticipated to “go live” around mid-July 2017 (week of July 17). This is an online tool that can be accessed anytime, anywhere with a user name and password.

5. Collection procedures

The data will be collected via an online tool (as of May 2017, the tool under consideration is ASPR’s SharePoint/Microsoft InfoPath). Each HCC will receive a user name and password to submit a form annually.

6. Number of collections (e.g., focus groups, surveys, sessions)

Each HCC (currently 486 as of April 2017) will submit one form each year of the five-year HPP project period.

7. Description of respondents/participants

The Hospital Preparedness Program (HPP) provides cooperative agreement funding to 62 awardees to bolster health care delivery system readiness, improve patient outcomes, minimize the need for federal and supplemental state resources during emergencies, and enable rapid recovery. Each awardee has between 1 and 50 health care coalitions (HCCs), which are groups of individual health care and response organizations (e.g., hospitals, EMS, emergency management organizations, public health agencies, etc.) in a defined geographic location. HCCs play a critical role in developing health care delivery system preparedness and response capabilities. HCCs coordinate activities among health care organizations and other stakeholders in their communities; these entities comprise [HCC members](#) that actively contribute to HCC strategic planning, operational planning and response, information sharing, and resource coordination and management.

HPP requires each awardee to report progress against various programmatic requirements and capabilities on an annual basis. Each year, each awardee must coordinate with their HCCs to collect various information, which then the awardee collates and submits to HPP.

8. Description of how results will be used

As described above, the results will be used to:

- Assess how HCCs have met various cooperative agreement requirements and are making progress toward HPP Capabilities and Measures
- Provide insights into HCC technical assistance needs
- Provide awardees with HCC-level data that can be used by awardees to fulfil end-of-year reporting requirements

9. Description of how results will or will not be disseminated and why or why not

HCCs will have access to their own submitted data. Awardees will have access to all of their HCCs data. HPP may use submitted (and awardee/FPO verified), de-identified data to respond to various stakeholder inquiries (e.g., Questions for the Record), but does not intend to disseminate results outside of the immediate program.

AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE - None

BURDEN HOUR & COST COMPUTATION (Number of responses (X) estimated response or participation time in minutes (/60) = annual burden hours):

Category of Respondent	No. of Respondents	Participation Time	Total Burden Hour
HPP Awardee / HCC Member	486	240 min	1,944 hours

BURDEN COST COMPUTATION

Category of Respondent	Total Burden Hour	Wage Rate	Total
HPP Awardee / HCC Member	1,944	\$36.54	\$71,033.76

OTHER SUPPORTING INFORMATION

REQUESTED APPROVAL DATE: April 26, 2017

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