

Health Center Survey and Interviews

ASPR TRACIE Generic Information Collection Request
OMB No. 0990-0391

Supporting Statement – Section B

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Program Official/Project Officer

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Section B – Data Collection Procedures

1. Respondent Universe and Sampling Methods

This is a convenience sample of leadership at Health Centers across the nation. Participants will be identified through existing relationships in particular, staff from The National Association of Community Health Centers (NACHC). We will only include employees of health centers who are covered by the Hospital Preparedness Program (HPP) healthcare coalitions, funded through the HPP Cooperative Agreement. Overall, we aim to have 250 individuals complete the survey. The survey will ask individuals who participate in the survey whether they are interested in participating in a follow-up interview and interested participants will be asked to provide their contact information. Up to 25 participants will be selected to participate in the interviews based on their survey responses and whether we believe they could provide additional relevant information.

The respondents will include leadership at Health Centers. The role of the respondent could include facilities manager, clinical manager, clinician and/or emergency preparedness lead. We intend to invite representatives from across the nation to participate in the study.

2. Procedures for the Collection of Information

We have developed a survey instrument (Attachment A). The survey will cover the following topics:

- Health Center's role in emergency response
- Health Center's infrastructure and scope of emergency response
- Health Center's emergency preparedness procedures and collaborations
- Health Center characteristics

We have developed a semi-structured interview discussion guide that is an open-ended version of the survey instrument (Attachment B). All questions will not be asked of all participants. The interviews will be developed to expand on specific key points indicated by survey respondents.

3. Methods to Maximize Response Rates Deal with Nonresponse

As stated above, we are using a convenience sample of leadership at Health Centers identified through an existing relationship. We anticipate that this will aid in response rates due to existing relationships and interest in the field. We will verify that potential participants are affiliated with health centers that are covered by healthcare coalitions funded by the HPP Cooperative Agreement before recruitment begins. We will recruit participants via a recruitment message posted in NACHC's newsletter. If recruitment is not met through initial message, an additional message will be posted in an NACHC communication channel.

4. Test of Procedures or Methods to be Undertaken

The survey was reviewed by ASPR and ICF staff with expertise in this field. Eleven SMEs were engaged in the development and review of the survey. The interview guide was reviewed by ASPR and ICF staff. Following the first interview, we will debrief and make minor adjustments to improve the interviewing techniques.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Dr. Andrea Torres, Dr. Bethany Tennant, Bonny Bloodgood, Meghan Treber, and Jennifer Nieratko have provided leadership on the development of the survey and interview guide. Shayne Brannman, Dr. John Hick, Audrey Mazurek, Mr. Chris Riccardi, Ms. Margaret Davis, Ms. Pooja Gupta, Mr. Jason Patnosh, Ms. Tina Wright, Ms. Lynne Bergero, Ms. Tabinda Burney, Mr. Matt Kozar, Ms. Melissa Harvey, Dr. Richard Hunt, Dr. Nicolette Louissaint, Ms. Sarah Baker, Ms. Pam Komperda, and Ms. Patti Boyce, have provided input on the content of the survey and interview guide. Drs. Torres and Tennant will lead the surveys, interviews, analyses, and summaries of the interviews under the leadership of Ms. Bloodgood, Ms. Nieratko, and Ms. Treber. Dr. Hick, Ms. Brannman, and Ms. Mazurek will review and provide feedback on the development of the final report. Ms. Brannman will provide overall oversight throughout the course of the project.