

Change Request
October 8, 2015

Information Collection Request: Experiences with the Implementation and Outcomes of Policy and Environmental Cancer Control Interventions
(OMB No. 0920-1016, exp. 5/31/2017)

Summary

CDC is currently approved to collect information over a three-year period from 13 state and tribal grantees funded under the cooperative agreement “*Demonstrating the Capacity of Comprehensive Cancer Control Programs to Implement Policy and Environmental Cancer Control Interventions (DP10-1017)*.” The primary data being collected to evaluate this program includes a **web-based Coalition Survey** administered to members of a Policy Workgroup in each of the 13 funded sites at two points in time. The first cycle of survey administration has been completed and the second cycle of survey administration is planned for October 2015. For the upcoming cycle of survey administration, CDC proposes the following: a) changing the name of the survey from “Coalition Survey” to “PSE Change Network Survey”; b) using more descriptive wording that better describes the group of community organizations and partners being targeted as survey respondents and terminology that is more familiar to respondents; c) dropping one question; d) adding one question; and e) other minor word changes to clarify survey questions and definitions.

There are no changes to the number of respondents or the estimated burden per response. Information collection will begin immediately after receipt of OMB approval.

Information Collection Instruments Affected by Changes

- PSE Change Network Survey. The revised instrument, with the updated title, is provided in two formats:
 - o Att F1 (Word) PSE Change Network Survey
 - o Att F1 (Screen Shots) PSE Change Network Survey

Background and Justification

CDC is approved to collect the information needed to evaluate the experiences of DP10-1017 grantees in implementing and achieving outcomes related to policy, systems and environmental (PSE) change strategies to prevent and control cancer (OMB No. 0920-1016, exp. 5/31/2017). An integral part of the evaluation requires investigating the structure of community partnerships devoted to implementing PSE Change initiatives. The Coalition Survey was designed to assess perceptions of coalition functioning as well as determining the structure of each coalition in such a way as to use data to conduct a social network analysis.

The original Information Collection Request indicated that respondents for the Web-based Coalition Survey were to be “individuals connected to the program through formal affiliation (staff or coalition members) or through informal association (strategic partners).” However, the language in the initial version of the survey referred specifically to members of a formal coalition, called the PSE Workgroup.

After reviewing responses obtained from the first cycle of survey administration and awardees’ progress reports (OMB No. 0920-0841, exp. 3/31/2016), CDC learned that some key networking/coalition building activities are still in the early stages and occur outside the context of formal working groups. Thus, we are changing the name of the survey and modifying the survey language to clarify that anyone participating in PSE change activities can be included as a respondent (i.e., respondents don’t have to be affiliated with a formalized structure). These edits bring the survey language in alignment with the way the potential respondent group is described in the original Information Collection Request [“individuals connected to the program through formal affiliation (staff or coalition members) or through informal association (strategic partners)].”

Further, while an initial version of the Coalition Survey was included in the original information Collection Request, we anticipated that some edits would be needed and we stated that “When content of the Coalition Survey is finalized, CDC will submit a Change Request to OMB outlining any changes.” Thus, the attached survey constitutes the final version of the instrument for the second cycle of survey administration. Questions are numbered in the Word-document to facilitate the review process between CDC, OMB and the contractor.

Itemized Changes in Survey Content

- a. Name Change. We would like to change the name of the survey from “Coalition Survey” to “PSE Change Network Survey.”
- b. Definitions. We have added the following definition for the term “PSE Change Network”:
“a PSE Change Network is defined as a group of engaged community partners, organizations, and/or one or more formal groups who work together to prevent and control cancer by implementing PSE change strategies”

Also, for question 19 c, we added the following definitions for the response options:

Coordinated Activities: Exchanging information and altering program activities for mutual benefit and to achieve a common purpose.

Cooperative Activities: Exchanging information, altering activities and sharing resources for mutual benefit and to achieve a common purpose. Increased organizational commitment; may involve written agreements. Shared resources can involve human, financial and technical contributions.

Collaborative Activities: Exchanging information, altering activities, sharing resources and enhancing each other’s capacity for mutual benefit and to achieve a common goal.

Organizations and individuals are willing to learn from each other to become better at what they do. Organizations share risks, responsibilities and rewards.

c. Deletions. One question will be dropped from the survey.

16. Overall, how comfortable are you with decision-making processes within the PSE Workgroup? (Select one)

- Not Comfortable
- Somewhat Comfortable
- Comfortable
- Very Comfortable
- Completely Comfortable

d. Additions. One question will be added to the survey.

16. Which statement best describes the governance structure of your PSE Change network? (Select one)

- There is a lead organization that manages the network and takes care of administrative tasks
- All participants contribute to the management and leadership of the network—no formal administrative entity
- The network has a distinct administrative entity established to manage the network, with a hired manager
- Other _____
- I'm not sure

e. Word changes. The following wording changes will be made to 16 questions and 9 subquestions, shown in Table 1, below). In most cases, we have changed references to “PSE Workgroup” to “PSE change efforts”. A track-changes version of the survey (attachment F-1) is attached.

Table 1. Wording changes to questions and subquestions.

Original Question	Modified Question
1. Please select your organization/program/department from the list: [List of all organizations that are members of the PSE Workgroup]	Please select your name and organization/program/department from the list: [A list of the program director and policy analyst in each site, plus up to 18 other organizations that are members of the PSE change network will be provided below for the respondent to select their name]
4. Please indicate what your <u>organization</u> contributes, or can potentially contribute, to the 1017 PSE Workgroup.	4. Please indicate what <u>you</u> or your <u>organization</u> contributes, or can potentially contribute, to PSE change efforts in your state or tribe.
5. What is your <u>organization's</u> most important contribution to the 1017 PSE Workgroup?	5. What is the most important contribution to PSE Change efforts made by <u>you</u> or your <u>organization</u> ?
6. Outcomes of the 1017 PSE Workgroup's efforts include (or could potentially include):	6. What are the expected outcomes of PSE change efforts in your state or tribe?
7. Which is the 1017 PSE Workgroup's most	7. Which single outcome of PSE change efforts is most

important outcome?	important?
8. How successful has 1017 PSE Workgroup been at reaching its goals?	8. How successful have PSE change efforts been in your state or tribe? Success could include conducting a PSE assessment, formulating PSE change proposals, developing strong partner networks, educating decision makers, as well as achieving PSE changes or health impacts.
9. What aspects of collaboration contribute to this success?	9. What aspects of partner collaboration contribute to this success?
10. In your opinion, does your PSE Workgroup have sufficient representation from groups, organizations, and/or schools in your community to accomplish the objectives of the PSE Workgroup?	10. In your opinion, do you have the right mix of groups, organizations, and/or schools to implement PSE change initiatives in your state or tribe?
11. There is general agreement with respect to the mission of the PSE Workgroup.	11. There is a common sense of mission among those working to achieve PSE changes.
12. There is general agreement with respect to the priorities of the PSE Workgroup	12. There is general agreement among those are working on the initiatives as to which PSE changes should be prioritized
13. There is general agreement with respect to the strategies the PSE Workgroup should use to pursue its priorities	13. There is general agreement on which strategies should be used to pursue PSE change.
14. I can talk openly and honestly at PSE Workgroup meetings.	14. I can talk openly and honestly at meetings where PSE change initiatives are discussed.
15. I feel that I have a voice in what the PSE Workgroup decides.	15. I feel that I have a voice in decision-making when PSE change initiatives are discussed.
17. What are the main strategies your PSE Workgroup has used to address conflicts that occur? (Select two only)	17. What are the main strategies used to resolve conflicts that occur when PSE change initiatives are discussed? (Select two only)
18. From your organization's perspective, how much do the benefits of participation in the PSE Workgroup outweigh the costs at this point?	18. From your perspective, or that of your organization, how much do the benefits of working on PSE change initiatives outweigh the costs at this point?
19. From the list below, select the organizations with which you have an established relationship (either formal or informal). You will be asked a set of questions about your relationship with each organization you select, in the context of the PSE Workgroup.	19. From the list below, select the individuals with which you have an established relationship (either formal or informal). You will be asked a set of questions about your relationship with each partner you select, in the context of working together on PSE change initiatives
Original Q 19 Subquestion	Modified subquestion
a. Participating in the PSE Workgroup gave me the chance to begin a working relationship with this partner	a. Did participating in PSE change initiatives give you the chance to begin a working relationship with this partner?
b. How frequently does your <u>organization</u> work with this <u>organization</u> on issues related to the 1017 PSE Workgroup goals?	b. How frequently does your organization work with this partner on issues related to PSE change initiatives?
c. What kinds of activities does your relationship with this <u>organization</u> entail?	c. In general, what type of activities do you undertake with this partner?
d. How valuable is this organization's power and influence* to achieving the overall mission of the 1017 PSE Workgroup?	d. How valuable is the power and influence of this partner to achieving PSE change?
e. How valuable is this organization's level of involvement** to achieving the overall	e. How important is this partner's level of involvement to achieving PSE change?

mission of the 1017 PSE Workgroup?	
f. How valuable is this <u>organization's</u> resource contribution*** to achieving the overall mission of the 1017 PSE Workgroup?	f. How valuable is the resource contribution made by this partner to achieving PSE change?
g. How reliable^ is the <u>organization/program/department</u> ?	g. How reliable is this partner in terms of following through on commitments?
h. To what extent does the organization share a mission^^ with the 1017 PSE Workgroup's mission & goals?	h. To what extent does this partner share a common sense of mission with others working on PSE change initiatives?
i. How open to discussion^^^ is the organization?	j. How open to discussion is this partner?

Wording changes for definitions associated with question 19 are shown in Table 2, below.

Table 2. Wording changes for question 19 definitions

Original Q 19 Definition	Modified Q 19 Definition (word changes bolded)
*Power/Influence: The organization holds a prominent position in the community by being powerful, having influence, success as a change agent, and showing leadership.	2. <i>Power/Influence</i> : The partner holds a prominent position in the state or tribe by being powerful, having influence, being a successful change agent, and showing leadership.
**Level of Involvement: The organization is strongly committed and active in the partnership and gets things done.	3. <i>Level of Involvement</i> : The partner is strongly committed and active in the partnership and gets things done.
***Contributing Resources: The organization brings resources to the partnership like funding, information, or other resources.	4. <i>Contributing Resources</i> : The partner contributes funding, information, or other resources to the PSE change effort.
^Reliable: This organization is reliable in terms of following through on commitments.	Definition was incorporated into the question. See above.
Open to Discussion: This entity is willing to engage in frank, open and civil discussion (especially when disagreement exists). The entity is willing to consider a variety of viewpoints and talk together (rather than at each other). You are able to communicate with this entity in an open, trusting manner.	5. <i>Open to Discussion</i> : This partner is willing to engage in frank, open and civil discussion, especially when disagreement exists. They are willing to consider a variety of viewpoints and talk together (rather than at each other). You are able to communicate with this partner in an open, trusting manner.

We do not anticipate a change in the estimated burden per response. The number of questions remains the same. The wording changes have been made to ensure that the information reported to CDC reflects the experience of a variety of key partners who are participating in PSE change efforts with grantee states and tribes.

No other changes are proposed to the content of the information collection, the number of respondents, the estimated burden per response, or the frequency of data collection.