

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0923-0047)

TITLE OF INFORMATION COLLECTION: Sub-county Geocoding Standards Survey

PURPOSE:

The purpose of this information collection is to collect input on proposed standards for geocoding data to census tracts from participants of the Sub-county Geospatial Team in the Standards and Network Development (SND) Workgroup in the Environmental Public Health Tracking Program. The SND Workgroup consists of technical staff from the Tracking Program, academic partners, federal partners, and awardees of CDC-RFA-EH17-1702, “Enhancing Innovation and Capabilities of the Environmental Public Health Tracking Network” (cooperative agreement). The SND Workgroup examines issues related to the technical infrastructure and standards of the Tracking Network and the state/local Tracking Networks. The SND Workgroup forms technical teams to develop guidance for the Tracking Program and its awardees on technical aspects of the Tracking Network such as network architecture, security, and challenges regarding metadata and geospatial data. The Sub-county Geospatial Team was formed to develop standards for geocoding of health and environmental data to the census tract. These standards will be used by awardees when fulfilling data submission requirements of the cooperative agreement. By providing the standards, the Tracking Program can help awardees geocode their data in a consistent, sound manner and ensure quality data are disseminated through the Tracking Network. The standards are being developed in a collaborative manner to ensure that all awardees find them useful and are able to follow them. As such, participants from the Sub-county Geospatial Team will be asked to provide input on specific components of the standards for their programs (one response per awardee). This input will help the Tracking Program create standards which awardees will be able to follow and will also help identify potential needs awardees may have in applying those standards. The survey will open on July 23rd and close on August 3rd. The results of the survey will be discussed on the August 15th team call and webinar.

DESCRIPTION OF RESPONDENTS:

Funded recipients of CDC-RFA-EH17-1702, “Enhancing Innovation and Capabilities of the Environmental Public Health Tracking Network”, who are participants of the Sub-county Geospatial Team in the SND Workgroup.

TYPE OF COLLECTION: (Check one)

- | | |
|--|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>Needs assessment survey</u> |

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: _____

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
Sub-county Geospatial Team members (non-Federal awardees)	21	20/60	7 hours
Totals			7 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$400. This cost reflects approximately 10 hours of salary (GS-13 equivalent) for one staff person to design and implement the survey, and draft an internal report of results.

The annual cost associated with respondent burden hours is approximately \$233.59 (determined using an average wage of \$33.37 per hour based on information from the Bureau of Labor Statistics Occupational Employment and Wages, May 2015, <https://www.bls.gov/oes/current/oes192041.htm>).

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?

The respondents will consist of current participants in the Sub-county Geospatial Team, whose business email addresses are already on hand. The survey will be available to all participants; there is no sampling plan.

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

The program will use SurveyMonkey® to collect online responses. The use of SurveyMonkey® has been reviewed and approved to be compliant with HHS IT security standards.

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

The following attachments are included:

- Attachment A: Email Invite for 2018 Geospatial Subteam Geocoding Standards Survey
- Attachment B: Sub-county Geocoding Standards Survey_screenshot
- Attachment C: Sub-county Geocoding Standards Survey_text
- Attachment D: Geospatial Subteam Geocoding Flowchart