

**Supporting Statement
For OMB Information Collection Request**

SUPPORTING STATEMENT: PART B

OMB# 0920-0968

January 22, 2016

**MONITORING AND REPORTING SYSTEM FOR
DELTA FOCUS AWARDEES**

Supported by:

Department of Health and Human Services
Centers for Disease Control and Prevention
National Center for Injury Prevention and Control
Division of Violence Prevention

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B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

B.1. Respondent Universe and Sampling Methods

Respondents are 10 state and territorial domestic violence coalitions. If additional funding is made available to the DELTA FOCUS program, CDC will submit a Change Request to increase the number of DELTA FOCUS awardees participating in the PMIS data collection.

Statistical sampling methods are not applicable to this data collection and cannot be used to accomplish the functions of the proposed data collection system.

B.2. Procedures for the Collection of Information

Information is collected electronically twice per year. Each awardee has access to its own information and decides the level of access for its other users (e.g., awardees' local coalitions and partners). Users log into the system at their worksite computer and provide progress reporting information through prompted data entry points.

Instructions to PMIS users for completing information collection are built into each web page. Awardees are informed of reporting deadlines via semi-annual notification letters.

The PMIS produces reports that can be downloaded to www.grants.gov and meet progress reporting requirements for awardees. The PMIS enables awardees to complete a number of tasks electronically, including reviewing the completeness of data necessary to submit required reports, entering basic summary information for required reports, and finalizing and saving required reports for upload to grants.gov. The PMIS supports the automatic generation of interim and annual reports, as well as action plans. Awardees are able to transfer data from one year to another to minimize data re-entry. CDC staff have the capacity to query the database to extract individual or aggregate awardee-related data. A copy of the data collection instrument may be found in Attachment D.

The PMIS is a centralized, Web-based system that supports the collection and reporting of information that will be used by CDC to help assess the contributions of DELTA FOCUS funding on building the practice-based evidence of IPV prevention strategies at the community and society levels. The PMIS is used to describe, evaluate and enhance opportunities for collaborative efforts and partnerships. This system primarily collects process data that will be used for performance monitoring and evaluation of progress towards grantee objectives. In addition, the DELTA FOCUS program has two main evaluation questions:

1. To what degree do the prevention strategies implemented by grantees at state and local levels contribute to what we know about IPV prevention?
2. How well is the national DELTA FOCUS program being implemented?

Information shared by grantees will be used to help identify promising prevention strategies and learn how best to improve the implementation of this program in the future. Having all this information in a single and secure database allows CDC Project Officers to search across

multiple awardees, help ensure consistency in documenting progress and technical assistance, enhance accountability of the use of federal funds, and provide timely reports as frequently requested by HHS, the White House, and Congress. Typical inquiries involve requests for specific details on what types of activities states and communities are implementing, how those activities are being implemented, what the grantees' objectives are, and what successes have been achieved by grantees in a particular time period. This data collection system allows us to access that information, structured by each grantee and then by their objectives and progress on those objectives. We collect that information twice a year to ensure that the information is always current, given that grantees' work is often shifting as they modify their plans as they achieve objectives, as partner participation varies, as needs shift, etc. Limited individually identifiable information is collected. Only names and professional contact information are collected, limiting the potential negative impact this data collection might have on the privacy of awardees.

B.3. Methods to Maximize Response Rates and Deal with Nonresponse

Each awardee is required to file twice yearly progress reports in order to continue to receive cooperative agreement funding.

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

The design of the PMIS was informed by the experience of the Monitoring and Reporting System for Chronic Disease Prevention and Control Programs (OMB No. 0920-0870, exp. 11/30/2013). Every component of the PMIS has undergone rigorous application testing, including usability testing of system design, and accuracy and comprehension testing of proposed data elements.

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

The individuals consulted on the PMIS include:

Raegan Tuff, Public Health Analyst, CDC (770) 488-5413, rrt6@cdc.gov

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The contractors responsible for the design and management of the PMIS include:

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The core CDC personnel who will collect and/or analyze the data include:

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