

**MANAGEMENT INFORMATION SYSTEM FOR COMPREHENSIVE  
CANCER CONTROL PROGRAMS**

**OMB # 0920-0841**

**SECTION B: STATISTICAL DESIGN AND DATA COLLECTION  
PROCEDURES**

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## B. STATISTICAL METHODS

### 1. Respondent Universe and Sampling Methods

The National Comprehensive Cancer Control Program (NCCCP) provides funding to comprehensive cancer control programs in all 50 states, the District of Columbia, seven tribes/tribal organizations, and seven territories/U.S. Pacific Island jurisdictions (65 awardees under Funding Opportunity Announcement [FOA] DP12-1205). Since the inception of the NCCCP, the CDC has requested submission of twice yearly progress reports from each CCC program. A database-driven Management Information System (MIS) for the collection of this information was developed and implemented in 2010 (Management Information System for Comprehensive Cancer Control Programs, OMB No. 0920-0841, exp. 1/31/2013). The information collection is authorized by the Public Health Service Act, Section 301, 241(a) (see **Attachment 1**). A list of the awardees may be found in **Attachment 3**. For the new OMB clearance period, semi-annual progress reports to CDC will be required for all awardees that receive funding under DP12-1205. Statistical sampling methods are not applicable to this data collection and cannot be used to accomplish the functions of the proposed system.

**Table 1-1. Number of NCCCP Programs Participating in Collection of Information**

<b>Type of Respondents</b>	<b>No. of Respondents</b>	<b>Expected Response Rate</b>	<b>Previous Response Rate</b>
Program Director for State- or Territory-Based Cancer Prevention and Control Program	65	100%	100%
<b>Total</b>	65		

### 2. Procedures for the Collection of Information

All 65 awardees will submit information on core data elements in MIS, including cancer control activities (see Attachment 3a). Minor changes to the core data elements will be made to increase standardization of reporting performance measures, including the addition of a drop-down list of indicators from the Library of Indicators and Data Sources (LIDS) to the MIS. LIDS is a resource developed for use by National Center for Chronic Disease Prevention and Health Promotion-supported programs to help them identify indicators and data sources for action plans and evaluation plans. MIS search capabilities will be refined to improve the efficiency of searches and the quality of reporting on performance measures. A summary of these modifications is provided in Attachment 3b. Information will be collected electronically twice per year. All awardees currently have access to their own information and have decided the level of access for other users (e.g., local partners). Users log into the

system at their worksite computers and provide progress reporting information through prompted data entry points.

Instructions to all awardees for completing policy information collection are built into related web pages. A manual has been developed and is updated periodically to guide users in data entry and other system applications. Awardees and other MIS users will continue to receive training on use of the application and the required report content. Awardees will be informed of their reporting deadlines via semi-annual notification letters received from the Procurement and Grants Office (PGO) and via e-mails sent by the Comprehensive Cancer Control Branch to all known users of the system.

Awardees are currently required to submit reports electronically, including their interim progress reports and annual progress reports. These requirements will apply to those receiving funds to implement DP12-1205 activities. They can review the completeness of data necessary to submit required reports, enter basic summary information for required reports, and finalize and save required reports for upload to Grants.gov. The MIS also supports the automatic generation of interim and annual reports, as well as work plans. Awardees can transfer personnel and resource data from one year to another to minimize data re-entry. CDC staff can query the database to extract individual or aggregate awardee-related data.

### **3. Methods to Maximize Response Rates and Deal with No Response**

Awardees will be required to file twice yearly progress reports in order to continue to receive level federal funding in support of their CCC programs. Currently, all awardees use the MIS to submit interim and annual progress reports.

### **4. Test of Procedures or Methods to be Undertaken**

Every component of the MIS for DP12-1205 data entry has undergone rigorous application testing, including usability testing of system design, and accuracy and comprehension testing of proposed data elements.

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

Some members of the workgroup that was originally established to assist contractors in development of the MIS have continued to oversee updates to the web pages for DP12-1205. The CDC members, including NCCCCP program consultants and epidemiologists, have provided input on content, functionality, and usability of the database.

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