

Supporting Statement A
Corps Community Month Event Form
OMB Control No. 0915-0362
Extension

A. Justification

1. Circumstances Making the Collection of Information Necessary

The Health Resources and Services Administration (HRSA) is requesting an extension of OMB approval for the Corps Community Month Event Forms. The forms were previously approved under OMB number 0915-0362 with the current expiration date of May 31, 2016.

The National Health Service Corps (NHSC) is a program administered by HRSA. The NHSC is mandated by Congress to recruit and retain primary care clinicians to work in underserved communities across the Nation. The FY 2010 Affordable Care Act allocated an additional \$1.5 billion over five years to the NHSC. The following is a list of statutory authorities that are used to implement NHSC recruitment activities.

- Section 254d.(b) (1) authorizes the Secretary to conduct "recruiting programs for the Corps, the Scholarship Program and the Loan Repayment Program. Such recruiting programs shall include efforts to recruit individuals who will serve in the Corps other than pursuant to obligated service under the Scholarship or Loan Repayment Programs"
- Section 254e.(h) authorizes the Secretary to "conduct such information programs in areas, among populations groups and in medical facilities and other public facilities designed under this section as health professional shortage areas as may be necessary to inform public and nonprofit private entities which are located or have a demonstrated interest in such areas of the assistance available" from the NHSC."
- Section 254l(c)(3)(A) "The Secretary shall distribute to health professions schools materials providing information on the Scholarship Program and shall encourage the schools to disseminate the materials to the students of the schools."
- Section 254l-1(c)(4)(a) "The Secretary shall distribute to health professions schools materials providing information on the Loan Repayment Program and shall encourage the schools to disseminate the materials to the students of the schools."
- Executive Order 12862, "Setting Customer Service Standards," which directs Agencies to continually reform their management practices and operations to provide service to the public that matches or exceeds the best service available in the private sector.

Corps Community Day was created in 2011 and celebrates the NHSC every October during National Primary Care Week through community-based activities which are held by NHSC

program participants, alumni, and partners. BHW needs to collect details on the events that are planned so they can be added to the state-by-state map of events in order to coordinate and promote these activities.

2. Purpose and Use of Information Collection

The goals of Corps Community Month encompass the following: increase awareness of the NHSC to potential applicants and the greater primary health community; create a sense of community and connectedness among NHSC program participants, alumni, partners and staff; and underscore the NHSC's role in bringing primary health care services to the nation's neediest communities. Current program participants, alumni, NHSC Ambassadors, sites, primary care organizations, and professional associations plan events and report the details of their events to Bureau of Health Workforce (BHW) so that they can be added to the state-by-state map of events. In order to avoid duplication of effort, eliminate confusion regarding allowable event dates, avoid data entry errors, and implement a brief post-event satisfaction survey, BHW would like to continue to use the standard form that event planners use to report to BHW. The fillable form is available online and has 26 fields for event planners to populate to submit for inclusion on the map. There are also approximately 5 fields to populate following the event to measure satisfaction. Both the pre-event and post-event data fields are held in one form.

The information collected is used and needed to highlight the impact of BHW and the NHSC programs in underserved and rural areas as part of outreach initiatives. Event information is captured and tracked to ensure that each HHS region is highlighted.

3. Use of Improved Information Technology and Burden Reduction

The forms employ information technology by collecting the information online through the HHS/ASPA-approved online tool called "Voice of the Consumer" (VOC) (<https://ams.hhs.gov/amsLogin/SimpleLogin.jsp/>). See attachment 1.

4. Efforts to Identify Duplication and Use of Similar Information

The proposed form is unique to this activity and the information collected is not found elsewhere. The form has been designed to collect only necessary information and has been reviewed carefully to avoid potential duplication.

5. Impact on Small Businesses or Other Small Entities

The form will not have a significant impact on small businesses or other small entities. It is estimated around half of the respondents will be small entities.

6. Consequences of Collecting the Information Less Frequently

There are no legal obstacles to reduce the burden.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

The form will be implemented in a manner fully consistent with 5 CFR 1320.5(d)(2).

8. Comments in Response to the Federal Register Notice/Outside Consultation

Section 8A:

A 60-day Federal Register Notice was published in the *Federal Register* on March 23, 2016, vol. 81, No. 56; pp.15525-26. There were no public comments

Section 8B:

1. Eight participants from Corps Community Month 2012 were emailed the link of the tools and asked to enter their event information. Four of them responded. The consultations via email took place in March 2013. They were asked to time how long it took them to complete the form as well as any confusion they encountered or recommendations they had to improve the form. Apart from a few corrections regarding typos, there were no substantial recommendations to the form. No new consultations were performed because no new changes or modifications are needed for the Corps Community Month event form.
 - The consultations via email took place in March 2013.
 - There were no problems encountered during the consultation or thereafter.

9. Explanation of any Payment/Gift to Respondents

Not applicable.

10. Assurance of Confidentiality Provided to Respondents

By using the form, the respondents are agreeing to have their information displayed on a public website. The information displayed will be: event title, event location, event date, event time. Also displayed will be: Point of contact information including: full name, title, business address, phone and email.

11. Justification for Sensitive Questions

The form does not contain questions of a sensitive nature.

12. Estimates of Annualized Hour and Cost Burden

Respondents will include current NHSC program participants, alumni, NHSC Ambassadors, sites, primary care organizations, and professional associations who are voluntarily planning Corps Community Month events.

12A. Estimated Annualized Burden Hours

Form Name	Number of Respondents	Number of Responses per Respondent	Total Responses	Average Burden per Response (in hours)	Total Burden Hours
Corps Community Month Event Planning Form	300	1	300	.066	19.8 hours
Corps Community Month Event Satisfaction Form	300	1	300	.033	9.9 hours
Total	300		300		29.7 hours

12 B. Estimated Annualized Burden Costs

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Administrative Services Managers	15	\$41.40	\$621.00
Medical and Health Services Managers	15	\$45.43	\$681.45
Total	Approx. 30		\$1,302.45

13. Estimates of other Total Annual Cost Burden to Respondents or

Other than their time, there is no costs to respondents.

14. Annualized Cost to Federal Government

One GS-11 at 5% time for a cost of \$3232.50 to review the information gathered from the forms.

15. Explanation for Program Changes or Adjustments

This is an extension of data collection. The currently inventory of 30 hours is the same as this request (29.7 rounded to 30).

16. Plans for Tabulation, Publication, and Project Time Schedule

The event data will be collected online until the end of October 2016 on a daily basis as they are submitted. The event data will be analyzed using non-statistical frequencies to under which types of event, types of event planning organizations, and in which regions of the country were most common for future outreach for subsequent. The summary of the event data will only be shared internally.

The post-event satisfaction portion of the form will be distributed a week after Corps Community Month. The responses from this form will be tabulated at the beginning of November and reviewed internally. The summary will be used to improve future Corps Community Month events and to increase events in the future.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

No exemption is being requested. The expiration date will be displayed.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification.