

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0920-1050)

TITLE OF INFORMATION COLLECTION: Academic Partnerships to Improve Health (APIH) Program Training/Workshop Feedback Survey (January – June, 2019)

PURPOSE:

The APIH program, under DSEPD’s Population Health Workforce Branch (DSEPD/PHWB), focuses on improving the health of individuals and communities through alliances among academic associations, universities, and CDC. APIH accomplishes this primarily through the umbrella cooperative agreement (CoAg) entitled “CDC’s Collaboration with Academia to Strengthen Public Health Workforce Capacity.” Two organizations currently sponsor fellowship programs under the APIH CoAg: the American Association of Colleges of Nursing (AACN) and the Association of Schools and Programs of Public Health (ASPPH). The experiential fellowships provide robust, hands-on learning designed to enhance skills in leadership, management, policy, and public health sciences (e.g., epidemiology, surveillance, informatics, and prevention effectiveness). Programs are competency-based and require fellows to complete activities designed to prepare them for essential work performed by public health professionals. As part of the activities under the fellowship program, the APIH program coordinates didactic training opportunities throughout the fellowship year as a supplement to the fellows’ learning experience. CDC plans to administer a feedback survey (Attachment I) to fellows to ensure that the APIH program is delivering effective, value-added training.

The results will be used to help the APIH program make decisions regarding ongoing training service logistics, communications, and service quality improvements such as defining the training objective more sharply for future sessions, eliminate unnecessary training content and ensure that the training content and methods meet the requirement of the participants. The workshop survey will strive to answer following service delivery questions on such as:

- Have the participants obtained the competency-based knowledge and skills intended from the workshop?
- Have the aims of the curriculum and the learning objectives been achieved; what learning has taken place, and how?
- Are participants able to transfer their learning once back on the job? What difference has this made to the participant and to their lives, their work and to their relationships to others?
- Do the instructional materials, media, etc. meet the learning needs of the workshop participants?
- Is there a need to make any changes to workshop design to improve the effectiveness and overall satisfaction with the instruction?

DESCRIPTION OF RESPONDENTS:

Respondents to the Academic Partnerships to Improve Health (APIH) Program Training/Workshop Feedback Survey (Attachment I) will be current ASPPH and AACN Fellows who participate in training workshops during the period January – June 2019. No personally identifiable information (PII) will be collected.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" 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 type="checkbox"/> Other: |

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: **LaVonne Ortega, MD**

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [] Yes [x] 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 [x] No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [] Yes [x] No

BURDEN HOURS

Respondents will take approximately 5 minutes to complete the survey. This estimate is based on piloting the instrument with two CDC staff and one fellow. During the period January – June 2019, 6 training workshops will be conducted with an average of 30 non-federal participants per workshop. The total estimated number of respondents is 180 (6 x 30) and the total estimated response burden will be 15 hours. There will be no direct costs to the respondents other than their time to respond to the survey.

Type of respondent	Form name	Number of respondents	Number of responses per respondent	Average burden per response (in hours)	Total burden (in hours)
Trainees, January – June 2019	Training satisfaction survey (baseline)	180	1	5/60	15

FEDERAL COST:

The average annualized cost to the Federal Government to collect this information is \$1,099.80. This estimate is based on the time required for one CDC FTE staff to supervise the ORISE fellow design of the survey, develop the web-based survey, implement the survey, analyze the data, and develop recommendations for improvement.

Staff or Contractor	Hours	Average Hourly Rate	Cost
GS-14 FTE: Project oversight, technical assistance on instrument development, data collection, analysis, reporting.	10	\$59.96	\$599.60
ORISE Fellow (GS-9 step 1 equivalent): course instrument development, data analysis, planning and reporting	20	25.01	\$500.20
Totals			\$1,099.80

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

CDC will invite all ASPPH and AACN new and continuing fellows under the APIH fellowship program to participate in the survey. Approximately 75% of trainees are expected to attend the workshops in person. These trainees will be asked to complete a hardcopy of the training feedback survey at the end of the workshop. Approximately 25% of trainees are expected to attend the training virtually. Virtual attendees will receive an email invitation that includes instructions on how to complete and return the survey (see Attachment II for AACN participants and Attachment III for ASPPH participants).

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: *word format emailed to virtual training/ workshop participants to complete*
2. Will interviewers or facilitators be used? Yes No