

# **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 Fellowship Orientation Survey

**PURPOSE:**

CDC’s Academic Partnerships to Improve Health (APIH) program in the Division of Education and Professional Development (DSEPD’s) Population Health Workforce Branch (DSEPD/PHWB) focuses on improving the health of individuals and communities through alliances with academic associations and universities. This is accomplished through the cooperative agreement (CoAg), CDC’s Collaboration with Academia to Strengthen Public Health Workforce Capacity. The CoAg provides the funding infrastructure for the core project, Academic Partnerships to Improve Health (APIH), and aligns four major academic associations with CDC to collaborate on fellowships and special projects that meet the current education and training needs of the health workforce.

There are currently two 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). As part of the activities under the fellowship program, AACN and ASPPH provide orientation for new fellows. The goal of the orientation is to ensure that new fellows have a successful transition to CDC and are provided with the support and resources (training, travel, reimbursements, competencies and requirements) to begin their fellowship journey. It also creates a welcoming environment that builds a sense of community among the fellows and connects them to mentors, staff and other fellows; and most importantly, it provides the fellows with a framework for fellowship success.

DSEPD APIH and association partner staff will use the results obtained from the new fellow orientation to inform future orientation sessions.

**DESCRIPTION OF RESPONDENTS:**

Respondents to the ASPPH and AACN Fellowship Orientation Survey (Attachment 1, Attachment 2) will be new ASPPH and AACN Fellows who have been accepted into the CDC Public Health Fellowship Programs. No personally identifiable information (PII) will be collected.

**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>questionnaire</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: **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**

The ASPPH and AACN fellowship orientation survey will be web-based. Respondents will take approximately 7 minutes to complete the survey through Survey Monkey. This estimate is based on piloting the survey with one CDC staff and two association partner coordinators. For the fellowship orientation survey, we are seeking approval to collect feedback from 30 non-federal individuals. Given 30 respondents with a response time of 7 minutes each, the total response burden will be 3.5 hours. There will be no direct costs to the respondents other than their time to respond to the survey.

Category of Respondent	No. of Respondents	Participation Time	Burden
Fellows	30	7/60	3.5 hours
<b>Totals</b>			3.5 hours

**FEDERAL COST:**

The average annualized cost to the Federal Government to collect this information is \$1,042.40. This estimate is based on the time required for one CDC FTE staff to supervise the association partner coordinators 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
ASPPH & AACN (2)Program Coordinators (GS-12 equivalent) survey design, data collection, analysis and reporting	20	\$37.13	\$742.60
GS-14 FTE: Project oversight, technical assistance on instrument development, data collection, analysis, reporting.	5	\$59.96	\$299.80
<b>Totals</b>			\$1,042.40

**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 [x] No

All ASPPH and AACN incoming fellows who have been accepted for the CDC fellowship program will be invited to participate in the Orientation Survey after the orientation sessions. Respondents will be given 2 weeks to respond to the survey. An introductory email (Attachment 3, Attachment 4) with the survey link will be sent.

**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