

**FDPIR Paraprofessional Nutrition Training Assessment for
Indian Tribal Organizations
Statement for Paperwork Reduction Act Submission
Revision of Current OMB Number 0584-NEW
Part B: Collections of Information Employing
Statistical Methods**

DATE

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B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

B.1 Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

This study includes three respondent groups: (1) Indian Tribal Organization (ITO) directors, (2) Food Distribution Program on Indian Reservations (FDPIR) staff, and (3) key stakeholders (individuals with expertise in ITOs, nutrition, training, and/or FDPIR). There will be one instrument (telephone semi-structured interview guide; Appendices C1, C2, and C3) for each of the three in-depth interview respondent types. The potential respondent universe is defined by 99. This study does not require a nationally representative sample to identify best practices and ITO interest in paraprofessional nutrition training. Additionally, a random sample based on geographic and size strata, for example, may underrepresent cultural communication differences, which is a critical consideration to produce a useful assessment with ITO directors and staff. The qualitative information collected from the respondents using the interview guides will help inform if and how the paraprofessional nutrition training program should be created and delivered. ITOs with FDPIR programs will be selected after feedback from Food and Nutrition Service (FNS) Regional Officers. To obtain a range of sizes of ITOs with FDPIR programs, ITO directors from six large, nine medium, and eight small ITOs will be selected for the in-depth interviews. During interviews, ITO directors will be asked to identify key FDPIR staff members to be interviewed. Key stakeholders will be selected by FNS, based on previous involvements with FDPIR.

Table B1. Number Invited to Participate, Initial Sample Sizes, Expected Response Rates, and Final Sample Sizes

Respondent Type	Interview			
	Invitation to Participate	Confirmation of Participation	Expected Response Rate	Final Sample Size
Pretest Respondents	4	4	100%	4
ITO Directors	36	29	80%	23
FDPIR Staff	36	29	80%	23
Key Stakeholders	23	19	80%	15
Total	99			65

Expected Response Rates

The total estimated respondent universe for data collection is 99, which includes the 4 pretest respondents. Therefore, the respondent universe for data collection is 95. This figure includes 61 respondents and 34 non-respondents. The initial sample will consist of 36 ITO directors. Assuming 80 percent respond to the invitation email and pre-interview call (Appendices B1 and B2), the resulting respondent sample will include approximately 29 ITO directors. Of the ITO directors scheduled to participate in telephone interviews, 80 percent (approximately 23) are expected to participate. In-depth interviews (Appendix C1) will be conducted with the 23 ITO directors.

Interviews with ITO directors will yield a sample of 36 FDPIR staff. Assuming 80 percent respond to the invitation email and pre-interview call (Appendices B1 and B2), the resulting respondent sample will include approximately 29 FDPIR staff. Of the FDPIR staff accepting the invitation to participate in telephone interviews, 80 percent (approximately 23) are expected to participate. In-depth interviews (Appendix C2) will be conducted with the 23 FDPIR staff.

The initial sample of key stakeholders will consist of 23 individuals. Assuming 82 percent respond to the invitation email and pre-interview call (Appendices B1 and B2), the resulting sample will include approximately 19 individuals. In-depth interviews (Appendix C3) will be conducted with the 15 key stakeholders (with an expected response rate of 80 percent). The 30 non-respondents include 13 ITO directors, 13 FDPIR staff, and 8 key stakeholders.

B.2 Describe the procedures for the collection of information including:

- **Statistical methodology for stratification and sample selection,**
- **Estimation procedure,**
- **Degree of accuracy needed for the purpose described in the justification,**
- **Unusual problems requiring specialized sampling procedures, and**
- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

This is not a nationally representative study; therefore, concern regarding the statistical methodology for both stratification and sample selection is not applicable.

B.3 Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

Overall response rate projections were presented previously in this document. Achieving the specified response rate involves locating the sample members to secure participation using procedures described below. We estimate 80 percent of the sampled ITO directors will complete the in-depth telephone interviews. We expect 80 percent of ITO staff and 80 percent of key stakeholders to complete in-depth telephone interviews.

Below we describe procedures to be followed to maximize the number of sample members who complete the in-depth telephone interviews:

- The letters inviting ITO directors to participate in the interviews will be very carefully developed to emphasize the importance of this study and how the information will help FNS develop an effective paraprofessional nutrition training.

- Designated FNS regional staff will serve as regional study liaisons and will be kept closely informed of the project, so that they will be able to answer questions from ITOs and encourage participation.
- The Contractor will have a toll-free number and study email address so that ITOs can receive assistance with the study.
- A core of interviewers with experience working on telephone interviews, particularly interviewers who have proven their ability to obtain cooperation from a high proportion of sample members, will be used.

B.4 Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

Each of the data collection instruments were pretested with one respondent (two respondents for the key stakeholder) of the appropriate type. The Contractor carefully selected pretest respondents. These respondents were contacted by email and telephone during the pretesting phase. The four pretest respondents (one ITO director, one FDPIR staff member, and two key stakeholders) evaluated assigned instruments for understandability (confusing wording or layout, failure to grasp what we were looking for, etc.) and length of time to answer. All instruments were revised to incorporate pretest results.

B.5 Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.

The Contractor, 2M Research Services, and its Subcontractor, Mathematica Policy Research, will conduct this study.

Table B2. Contact Information

Name	Affiliation	Telephone Number	E-mail
Molly Matthews-Ewald	2M Research Services	(469) 453-0888	mmatthewsewald@2mresearch.com
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