

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0920-1009)

TITLE OF INFORMATION COLLECTION:

Bullying Prevention Online Course –Evaluation Questions - Course Specific

PURPOSE:

In 2014, the Centers for Disease Control and Department of Education released the first federal uniform definition of bullying for research and surveillance. Awareness of bullying and its effects on children and youth has been increasing, evidenced by every state having passed bullying-related legislation across the past decade. These legislative actions have catalyzed activity on the state and local levels, spurring individuals to seek evidence-informed guidance on bullying prevention. Across the country, local leaders are stepping up to address bullying in their communities, but now that more and more people are taking a stand, many have asked for resources to help them become more effective.

In response, the Health Resources and Services Administration (HRSA) and the Centers for Disease Control and Prevention (CDC) in collaboration with the www.stopbullying.gov Editorial Board, have pulled together research-based recommendations to provide communities some guidance. This includes the development of a web-based Bullying Prevention Online Course, to provide free and reliable training tools in order to promote bullying prevention research and best practices in communities across the US and internationally. Individuals who take the training can receive continuing education for completion and mastery of the course.

CDC’s Training and Continuing Education Office (TCEO) reviewed all materials and facilitated the course’s accreditation for continuing education including Continuing Nursing Education (CNE), IACET Continuing Education Units (CEU), Certified Health Education Specialists (CHES) continuing education contact hours, and Certified in Public Health recertification credits. Part of the accreditation process from TCEO requires course-specific evaluation questions to receive Paper Reduction Act (PRA) approval. These course-specific questions will be incorporated to the standard course evaluation survey developed and implemented by TCEO (OMB# 0920-0017).

The purpose of this request is to gather timely feedback from online course participants on the delivery of the web-based Bullying Prevention Online Course. The information collected will allow CDC to identify areas of improvement for this course and other bullying prevention related training efforts. It will also help ensure CDC is providing efficient and effective information delivery. Feedback is vital to ensure trainings are beneficial for participants.

Information gathered will be used only internally for general online course and information dissemination improvement and is not intended for release beyond CDC. Information gathered will not be used for the purpose of substantially informing influential policy decisions. Without these types of feedback, the Agency will not have timely information to adjust its online course to meet customer needs.

DESCRIPTION OF RESPONDENTS:

Respondents are individuals who voluntarily completed the Bullying Prevention Online Course and have requested continuing education via CDC TCEO. The collection is targeted to the

solicitation of opinions from respondents who serve children and youth and are interested in learning how to prevent bullying. Participants can include administrators, program managers, health educators, schoolteachers, childcare providers, parents and caregivers, faith-based leaders, business professionals, policy makers, safety and law enforcement, first responders, epidemiologists, mental health and social workers, nurses, and other health care providers.

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: _____ Karen Angel _____

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

Personally Identifiable Information:

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

Privacy Act does not apply for this information collection request. Personal Private Information is not collected. All data will be reported in aggregate unlinked form. All procedures have been developed, in accordance with federal, state, and local guidelines, to ensure that the rights and privacy of respondents will be protected and maintained.

Gifts or Payments:

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

BURDEN HOURS

The target respondents will be participants who complete the Bullying Prevention Online Course and request continuing education via TCEO. This web-based course is available free of charge for anyone interested, to complete at their preferred day/time. Approximately, 4,500 participants are expected to complete the online course.

Category of Respondent	No. of Respondents	Participation Time	Burden
Course Specific Evaluation Questions (Att. A)	4,500	3/60	225
Totals			225

FEDERAL COST: The estimated annual cost to the Federal government is \$2,000.

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

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Participants are individuals who voluntarily choose to take the Bullying Prevention Online Course, and request continuing education for completing it via CDC TCEO. No sampling will be conducted.

Upon logging in to TCEO to request continuing education for completing the online course, TCEO will follow their standard processes to provide the online course evaluation form for participants to complete. The Course Specific Evaluation Questions (Att. A) will be incorporated to TCEO’s standard course evaluation form.

The Course Specific Evaluation Questions consist of 14 questions, 12 of which are closed-ended questions and 2 are open-ended. Questions ask about the participants’ satisfaction with the webinar content, delivery and impact/benefit for their bullying prevention efforts; no personally identifiable information will be collected. The Course Specific Evaluation Questions take an average of three minutes to complete. There will be no direct costs to the respondents other than their time to respond to the survey.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - [X] Web-based or other forms of Social Media
 - [] Telephone
 - [] In-person
 - [] Mail
 - [] Other, Explain
2. Will interviewers or facilitators be used? [] Yes [X] No