

B. Collection of Information Employing Statistical Methods If statistical methods will not be used to select respondents and item 17 on Form 83-I is checked “No” use this section to describe data collection procedures.

1. Respondent Universe and Sampling Methods

The sampling design will be a key issue in the framework. Determining the inclusion criteria for representatives of a particular industry will be critical to the focus and quality of data collected. The table below illustrates the proposed kinds and numbers of Key Informant Interviews (KIIs) to be conducted which will account for both industry and women accommodated within those industries with particular focus on hourly workers.

KII Type	Healthcare	Schools	Manufacturing	Retail/Restaurant	Totals
HR Lead	15	15	15	15	60
Supervisor	15	15	15	15	60
Women	15	15	15	15	60
Totals	45	45	45	45	180

During the OMB review, LTG will engage with OWH to identify industry organizations to assist in outreach to particular employers for this research. SHRM will be an important potential collaborator as they have a global view of employment sectors and employers’ concerns, challenges, and response to mandates. SHRM and the following kinds of organizations will provide the starting point for industry outreach. Given that the numbers of interviews are small, in the design of the sample particular attention will be paid to how broadly or narrowly to sample across the chosen sectors.

Healthcare	Schools	Manufacturing	Retail/Restaurant
Association of Maternal and Child Health Programs	National Federation of Teachers	National Association of Manufacturers	National Retail Federation
Association of State and Territorial Health Officers	Association of American Educators	AFL-CIO	National Restaurant
American Society of Healthcare Human Resource Administration	National Education Association	National Business Group on Health	
Baby Friendly USA	College and University Work Family Association	American Society for Healthcare Human Resources Administration	
	U.S. Department of Education		

LTG will work through the points of contact (POCs) for these national organizations to determine how best to reach out to individual organizations to recruit them for participation. LTG will work with OWH and the national organizations to facilitate the engagement of particular industry organizations and individuals. They will be provided with the sampling criteria and asked to nominate a select number of organizations for inclusion. With these lists, LTG will work with the OWH COR to determine priority organizations. LTG will then reach out to each nominated priority organization to invite them to participate until each sample has been completed in each of the designated sectors. Rolling lists will be maintained of organizations, POCs, and response; if an

organization declines to participate then the next organization will be moved up and outreach continued until the sample is complete as shown below.

KII Type	Healthcare	Schools	Manufacturing	Retail/Restaurant	Totals
HR Lead	15	15	15	15	60
Supervisor	15	15	15	15	60

Outreach to Women: LTG will engage with MomsRising, a million-member non-profit advocacy group for women in the workplace, to conduct outreach to women who have experienced breastfeeding accommodation in the focus industries. LTG will work with the MomsRising POC to advertise the opportunity for participation by members in the following industries and numbers.

KII Type	Healthcare	Schools	Manufacturing	Retail/Restaurant	Totals
Women	15	15	15	15	60

2. Procedures for the Collection of Information

Qualitative Data Collection: Conduct of the Interviews. The interviewing team will be brought together for training; each is an experienced social scientist and has particular expertise in qualitative interviewing. Once OMB clearance has been received, the three senior staff will each conduct ten interviews to test the guidance and protocols and make any needed adjustments; they will then conduct a half day training and a series of shadow interviews to model approach and provide oversight on the initial staff interviews.

A master list of industry contacts will be developed and maintained, and each interviewer will be focused on outreach to and conduct of interviews in particular industries. Frequent debriefings by senior staff will ensure the quality of the data and address issues as they arise. Interviews are expected to take approximately one hour and each will be digitally recorded with permission of the respondent and immediately uploaded to LTG’s secure server and logged into the project database. An electronic thank you note will be sent to all respondents; each of the respondents in the women’s sample will also receive a \$30 electronic or physical gift card recognizing their participation.

Data Management and Analysis

Data will be continuously managed and analyzed as appropriate over the course of data collection. All interviews will be conducted telephonically and digitally recorded with permission of the respondent. Information entered by the interviewer into the interview guides will be uploaded into a database for ease of management and analysis. The interviewer will also take notes during the interview and highlight particular issues as they arise. Each interview audio file will be immediately uploaded to LTG’s secure server which has continuous cloud back up.

LTG will develop a data extraction format that will be used by the initial data analyst to determine key points and extract the meaning and, as useful, extract direct quotations. Each interview from each group will be extracted by the same analyst. When all interviews have been extracted, senior researchers will conduct the analysis that will focus on understanding facilitators and barriers to accommodation from each perspective

in each industry.

For industry respondents, analysis will be conducted for each group and reported and then viewed across all groups. Both facilitators and barriers to appropriate accommodation will be highlighted. For women, groups corresponding to specific employment sectors will be analyzed as a group and then an across-group analysis will be conducted.

Two researchers will code the same data set and inter-coder reliability will be established at 70%. Analysis of the data will be conducted using the “Constant Comparative Method” in which analysts examine the data to find meaning, that is, use an inductive approach. After the analysis team has reached consensus on the coding, text will be sorted by tag and inspected for themes and patterns among the participants’ reports and experiences which will provide the context for understanding the perspective of the respondents and interpreting the findings from research overall.

LTG will develop a draft report of the results of the interviews illustrating each of the respondent groups and highlighting recurring issues and themes. This report will form the core of the final research report.

3. Methods to Maximize Response Rates and Deal with Nonresponse

The industry respondents will come from industry representatives; where particular individuals decline participation, like industry individuals will be contact to replace them and interviews will be conducted until each industry sample is complete.

For the women’s sample, MomsRising will act as an outreach and recruiting conduit providing their membership with information on the research. LTG will specifically recruit women whose employment history mirrors the industries of interest: healthcare; schools; manufacturing; and, retail/restaurant. It is anticipated that a small number of those who initially volunteer to participate will later decline. They will be replaced with women with like backgrounds. LTG will provide a dedicated email address for women to respond to as well as a toll-free telephone number that interested women can call to be screened for inclusion. As soon as eligible women are identified interviews will be scheduled and conducted in order to reduce dropouts.

4. Tests of Procedures or Methods to be Undertaken

Piloting of the interview guides will be conducted by senior team members largely to support training of interviewers. Questions included in the interview guides were reviewed and tested for clarity, comprehension, and level of language during their development.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

LTG’s qualitative research team and their roles:

Name	Title	Email	Telephone	Roles
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Cathleen Crain is responsible for receiving and approving contract deliverables.