

# Using Evaluation Results for Decision-Making

ASPE Generic Information Collection Request  
OMB No. 0990-0421

## Supporting Statement – Section A

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Contracting Officer Representative

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## **Section A – Justification**

### **1. Circumstances Making the Collection of Information Necessary**

The U.S. Department of Health and Human Services Office of the Assistant Secretary for Planning and Evaluation (HHS/ASPE) proposes to conduct interviews with subject matter experts in evidence-based policymaking to further understand the barriers and facilitators of evidence-based decision-making by decision-makers. The subject matter experts will be from academic, government, and non-governmental organizations.

### **2. Purpose and Use of the Information Collection**

The purpose of this project is to explore, through review and analysis, how HHS, and potentially other organizations such as states or localities, use evaluation results for decision-making purposes. HHS conducts research and evaluation to support the mission of programs, policies, operating and staff divisions, and the Department writ large. Given that the research and evaluation conducted should be to improve programs and drive decision-making, likely in the policy or program context, we believe there should be more attention paid to understanding how we use evaluation and research results as well as where there are opportunities for improvement for decision-making. This project has two phases: (1) A contractor conducted a systematic review of the literature of using evaluation results for decision-making; and (2) A contractor will conduct a series of key informant interviews to determine barriers and facilitators in evidence-based decision-making. The review of the literature guided some of the questions in the interview protocol.

The information collection proposed in this project will provide an overview of the current state of using evidence to drive decision-making in HHS programs that will help guide further study.

### **3. Use of Improved Information Technology and Burden Reduction**

Information will be collected via telephone interviews. We will use audio recorders and computers to take notes and manually extract information and themes across interviews.

### **4. Efforts to Identify Duplication and Use of Similar Information**

To our knowledge, there is no similar effort to collect this information using a similar methodology specifically for purposes of HHS programs.

### **5. Impact on Small Businesses or Other Small Entities**

None

### **6. Consequences of Collecting the Information Less Frequently**

This request is for a one time data collection.

### **7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

There are no special circumstances with this information collection package. This request fully complies with regulation 5 CFR 1320.5 and will be voluntary.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

This information collection is being conducted using the Generic Information Collection mechanism through ASPE-OMB No. 0990-0421.

**9. Explanation of Any Payment or Gift to Respondents**

No incentives will be provided in this study.

**10. Assurance of Confidentiality Provided to Respondents**

We are not asking any personally identifiable information of respondents, rather only about their experience in their professional capacity. We are asking them to provide information about their experience in the context of using evaluation and evidence for decision-making and policy-making.

**11. Justification for Sensitive Questions**

We will not be asking any sensitive questions.

**12. Estimates of Annualized Burden Hours and Costs**

The SME interviews will be approximately 60 minutes to complete.

**Table A-12:** Estimated Annualized Burden Hours and Costs to Respondents

Type of Respondent	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Subject Matter Expert	25	1	1.0	25	\$67.91	\$1,697.75
TOTALS	25	1	1.0	25		\$1,697.75

**13. Estimates of Other Total Annual Cost Burden to Respondents or Record Keepers**

There will be no direct costs to the respondents other than their time to participate in the data collection.

**14. Annualized Cost to the Government**

**Table A-14:** Estimated Annualized Cost to the Federal Government

Staff	Average Hours per Collection	Average Hourly Rate	Average Cost
Senior Advisor GS 15	37.5	\$77.58	\$2909.25
Presidential Management Fellow GS 11	37.5	\$31.87	\$1195.13
Estimated Total Cost of Information Collection			\$ 4104.38

**15. Explanation for Program Changes or Adjustments**

This is a new data collection.

**16. Plans for Tabulation and Publication and Project Time Schedule**

The information shared by the subject matter experts will be collected via typed notes and audio recordings. After every three to four interviews are completed, the consultants will review and analyze the respondents’ answers to the interview questions and also any questions they may have raised. Given the small number of interviews, manual coding and analysis may be more efficient than a qualitative data analysis software package. This process will be followed until all of the interviews are completed, and then the contractor will begin its final analysis to the interview data.

**Timeline:**

Completion Date	Major Tasks/Milestones
March 2018	Plan recruitment of SMEs Develop interview protocol Develop SME interview list
April/May 2018	Finalize interview protocol Finalize SME interview list Submit request for OMB approval
May 2018 – July 2018	Conduct SME interviews Finalize interview notes Summarize interview themes
August 2018 – September 2018	Produce draft report Revise and finalize report

**17. Reason(s) Display of OMB Expiration Date is Inappropriate**

We are not requesting an exemption.

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

There are no exceptions for the certification. These activities comply with the requirements in 5 CFR 1320.9.

LIST OF ATTACHMENTS – Section A

- A. Subject Matter Expert interview guide