

CDC ORAL HEALTH MANAGEMENT INFORMATION SYSTEM

OMB No. 0920-0739

Request for Reinstatement with Change

Supporting Statement Part B

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B. Collection of Information Employing Statistical Methods

1. Respondent Universe and Sampling Methods

CDC will not use any statistical methods to select respondents because all funded states are required to report through the Management Information System (MIS). Public law requires application submission and financial reporting by funded recipients. CDC will not use statistical methods to reduce burden or improve the accuracy of results because of the nature of the program.

2. Procedures for the Collection of Information

CDC collects information using a described password protected web-based system. Respondents log into the system at their work-site computer and provide progress report information through prompted data entry points. The MIS allows funded state programs to submit their progress reports annually by entering information into the system thereby eliminating the need for additional written reports. The MIS enables CDC to identify training and technical assistance needs, monitor compliance with cooperative agreement requirements, and evaluate progress made in achieving program-specific goals. In addition, information obtained from states helps with Congressional inquiries, other related program activities, and provides successful public health approaches that states can replicate or adapt.

The respondents receive training on use of the MIS, required report content during the annual awardee workshops, and yearly webinars. Respondents receive reporting deadlines through annual notification letters received from the CDC Office of Financial Resources (OFR) [formerly the Procurement and Grants Office] and emails from the CDC Division of Oral Health. Respondents do not require further interviews or data validations.

3. Methods to Maximize Response Rates and Deal with Nonresponse

CDC Project Officers conduct monthly calls with awardees of Cooperative Agreement (DP13-1307). During these calls, Project Officers discuss progress made on objectives and as well as data entered in the MIS in real time. Data entered and the MIS copy forward feature decreases the burden of submitting a full year of data when reports are due at the end of the grant (2013-2018). Submitting an annual report into Grants.gov is a condition of the cooperative agreement. Awardees may utilize data entered in the MIS to generate reports.

4. Tests of Procedures or Methods Undertaken

The system (MIS) has undergone rigorous application testing, including fidelity and usability testing of system design, accuracy, and comprehension testing of proposed data

elements.

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

CDC will not consult individuals on the statistical aspects of the design, since statistical methods won't be used in the analysis of the information.

The individuals responsible for design of the data collection system, data collection, and data analysis include:

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