

Home Health and Hospice Providers Survey and Interviews

ASPR TRACIE Generic Information Collection Request
OMB No. 0990-0391

Supporting Statement – Section B

Submitted: January 7, 2019

Program Official/Project Officer

Pamela Shayne Brannman, M.S., M.A.
Director, ASPR Technical Resources Assistance Center & Information Exchange
U.S. Department of Health and Human Services
Office of the Assistant Secretary for Preparedness and Response
200 C Street, SW, Washington DC 20024
(202) 260-9623
Shayne.Branman@hhs.gov

Section B – Data Collection Procedures

1. Respondent Universe and Sampling Methods

This is a convenience sample of leadership at home health and hospice agencies across the nation. Participants will be identified through existing relationships in particular, staff from the National Association for Home Care and Hospice (NAHC). If needed, we will identify participants through existing relationships with staff from the American Academy of Home Care Medicine and the Home Care Association of America. We will only include Medicare-certified home health care or hospice provider agencies and intend to invite representatives from across the nation to participate in the study. Participants will be employees of home health care and hospice agencies who are covered by the Hospital Preparedness Program (HPP) healthcare coalitions, funded through the HPP Cooperative Agreement.

Overall, we aim to have 250 individuals complete the survey. The survey will ask individuals who participate in the survey whether they are interested in participating in a follow-up interview and interested participants will be asked to provide their contact information. Up to 25 participants will be selected to participate in the interviews based on their survey responses and whether we believe they could provide additional relevant information.

2. Procedures for the Collection of Information

We have developed a survey instrument (Attachment A). The survey will cover the following topics:

- Agency's role in emergency response
- Agency's infrastructure and scope of emergency response
- Agency's emergency preparedness procedures and collaborations
- Agency characteristics

We have developed a semi-structured interview discussion guide that is an open-ended version of the survey instrument (Attachment B). All questions will not be asked of all participants. The interviews will be developed to expand on specific key points indicated by survey respondents.

3. Methods to Maximize Response Rates Deal with Nonresponse

As stated above, we are using a convenience sample of leadership at home health and hospice agencies identified through an existing relationship. We anticipate that this will aid in response rates due to existing relationships and interest in the field. We will verify that potential participants are leadership at Medicare-certified home health or hospice agencies and affiliated with agencies that are covered by healthcare coalitions funded by the HPP Cooperative Agreement before recruitment begins. We will recruit participants via a recruitment message posted in the National Association for Home Care and Hospice (NAHC) newsletter. If recruitment is not met through initial message, an additional message will be posted in the above-mentioned associations' emails or other outreach channels. If needed,

outreach will be conducted through additional associations (e.g., American Academy of Home Care Medicine, Home Care Association of America).

4. Test of Procedures or Methods to be Undertaken

The survey was reviewed by nine ASPR and ICF staff with expertise in this field. Four SMEs were engaged in the development and review of the survey. The interview guide was reviewed by ASPR and ICF staff. Following the first interview, we will debrief and make minor adjustments to improve the interviewing techniques.

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

Dr. Andrea Torres, Dr. Bethany Tennant, Bonny Bloodgood, Meghan Treber, and Jennifer Nieratko have provided leadership on the development of the survey and interview guide. Shayne Brannman, Dr. John Hick, Audrey Mazurek, Kamelah Jefferson, Ms. Lynne Bergero, Ms. Barbara Citarella, Ms. Patti Boyce, and Dr. Tamar Wyte-Lake, have provided input on the content of the survey and interview guide. Drs. Torres and Tennant will lead the surveys, interviews, analyses, and summaries of the interviews under the leadership of Ms. Bloodgood, Ms. Nieratko, and Ms. Treber. Dr. Hick, Ms. Brannman Ms. Jefferson, and Ms. Mazurek will review and provide feedback on the development of the final report. Ms. Brannman will provide overall oversight throughout the course of the project.