

Awardee Lead Profile Assessment (ALPA)

OMB Control No. 0920-NEW

New

Supporting Statement Part B –

Collections of Information Employing Statistical Methods

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Part B. Collections of Information Employing Statistical Methods

B.1. Respondent Universe and Sampling Methods

Data will be collected from 48 respondents - specifically, lead poisoning prevention program project managers of state and local governments (or their bona fide fiscal agents).

Each state and local government (or bona fide fiscal agent) will be awarded *PPHF 2017: Lead Poisoning Prevention- Childhood Lead Poisoning Prevention---financed partially by Prevention and Public Health Funds* (CDC-RFA-EH17-1701PPHF17) (Attachment 3). This announcement, as well as future program announcements, funds state and local childhood lead poisoning prevention programs to conduct active surveillance and strategic prevention activities to decrease and eventually eliminate childhood lead poisoning within their jurisdictions. Each organization has one project manager for lead poisoning prevention activities. Each project manager will respond to the Awardee Lead Profile Assessment (ALPA) questionnaire (Attachments 5 or 6) in his or her official capacity. Childhood lead poisoning prevention program project managers are equipped with the knowledge necessary to answer the questions in this information collection instrument. Thirty-five project managers answered questions in the previously approved and piloted PROF-LEAD Questionnaire¹ in 2015, and are familiar with reporting to CDC.

All project managers comprise the total of awarded jurisdictions; no statistical methods nor sampling is necessary.

B.2. Procedures for the Collection of Information

Data will be collected using a web-based questionnaire devised using Epi Info 7™ (Attachment 5) or using a questionnaire in Word format (Attachment 6). The two data collection methods will allow 100% of respondents to complete and submit their responses electronically.

Respondents will be able to complete the web-based questionnaire via an Epi Info web survey (EIWS) link (Attachment 5), or respondents can request an electronic version of the questionnaire to be emailed to them (Attachment 6). Respondents will receive an invitation email (Attachment 7) from a Healthy Homes and Lead Poisoning Prevention Program (HHLPPP)

¹ In 2015, PROF-LEAD was collected under the generic clearance for “Information Collections to Advance State, Tribal, Local, and Territorial (STLT) Governmental Health” (OMB Control No. 0920-0879; expiration date 03/31/2018).

staff member (administrative assistant) 150 days before the end of the annual budget period. The invitation email will have a web link to the data collection instrument and will explain:

- The purpose of the Awardee Lead Profile Assessment, and why their participation is important and required
- Methods to safeguard their responses
- That participation is required for satisfactory performance
- The estimated time required to complete the data collection request
- Contact information for the staff member overseeing the request

Respondents will be asked for their response to the instrument within a 4-week period to allow ample time for completion. A follow-up email will be sent ten days before the submission due date (see Attachment 8).

Data will be cleaned and analyzed in Epi Info™ 7. The analysis will consist of simple descriptive statistics and lists. Narrative comments will be analyzed qualitatively and aggregated by common themes. Analysis of assessment results will not require advanced, complex statistical techniques.

The data will be kept secure throughout the analysis and reporting process. The data will be uploaded to a secure CDC shared drive, accessible to CDC Healthy Homes and Lead Poisoning Program officials only. Data will be analyzed using Epi Info™ 7 software on CDC secure servers. Files will be saved to the secure CDC shared drive.

B.3. Methods to Maximize Response Rates and Deal with No Response

As a program management requirement, the HHLPPP anticipates 100 percent participation from its awardees. Completion of the ALPA questionnaire is required for satisfactory performance under the *PPHF 2017: Lead Poisoning Prevention- Childhood Lead Poisoning Prevention---financed partially by Prevention and Public Health Funds* (CDC-RFA-EH17-1701PPHF17). CDC project officers will work with funded programs to ensure that the data are completed and received in a timely manner. A follow-up email will be sent to those who have not completed the assessment ten days before the submission due date (see Attachment 8).

B.4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours for the ALPA questionnaire is based on the HHLPPP experience for a previous information collection. In 2015, CDC HHLPPP piloted among eight professionals,

and then conducted the “Baseline Profile of State and Local Healthy Homes and Lead Poisoning Prevention Programs (PROF-LEAD)” collection among 35 awardees from the previous HHLPPP cooperative agreement program.² The information provided was found to provide a useful snapshot of the status of funded childhood lead poisoning prevention programs. Following administration of the questionnaire to 35 awardee respondents, revisions were made to the PROF-LEAD questionnaire to ease answering via the availability of standard responses. The revised questionnaire is now the annual ALPA questionnaire (Attachments 5 or 6).

In the PROF-LEAD pilot, the average time to complete the instrument including time for reviewing instructions, gathering needed information and completing the instrument, was approximately 5 minutes. Next, the questionnaire was administered to 35 lead poisoning prevention program project managers of state and local governments (or their bona fide fiscal agents) who did not report any difficulties completing the survey instrument. Following administration to 35 respondents, the questionnaire was revised to ease answering via the availability of standard responses.

Based on the results and revision, the estimated time range for actual respondents to complete the instrument is 3 to 7 minutes. For the purposes of estimating burden hours, the upper limit of 7 minutes per respondent is used.

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

The individuals working on this information collection, including instrument development, data collection, and data analysis are members of the CDC HHLPPP (in the CDC National Center for Environmental Health – Division of Emergency and Environmental Health Services).

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² In 2015, PROF-LEAD was collected under the generic clearance for “Information Collections to Advance State, Tribal, Local, and Territorial (STLT) Governmental Health” (OMB Control No. 0920-0879; expiration date 03/31/2018).

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List of Attachments

Attachment 1. Authorizing Legislation

Attachment 2. 60-day Federal Register Notice

Attachment 2a. Public Comments and Program Responses

Attachment 3. FY17 Funding Opportunity Announcement

Attachment 4a. Privacy Impact Assessment (ALPA)

Attachment 4b. Privacy Impact Assessment (EIWS)

Attachment 5. Awardee Lead Profile Assessment Questionnaire (Epi-Info | Web Version)

Attachment 5a. Awardee Lead Profile Assessment Questionnaire (Epi-Info Response Descriptions)

Attachment 6. Awardee Lead Profile Assessment Questionnaire (MS Word | Email Version)

Attachment 7. Invitation to Participate

Attachment 8. Follow-up Email

Attachment 9. Research Determination Form