

State, Territorial and Local Health Department Partner Services Program Assessment

OSTLTS Generic Data collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Section B – Data collection Procedures

1. Respondent Universe and Sampling Methods

Respondents will consist of HIV Partner Services (PS) program directors from CDC-funded health departments in all 50 states, 2 territories, Puerto Rico and the U.S. Virgin Islands, as well as 8 local health departments serving Baltimore, Chicago, Houston, Los Angeles County, Philadelphia, New York City, Washington, D.C., and San Francisco.

These respondents are the most knowledgeable about the information being collected in this assessment. Due to the limited size of the potential respondent universe, CDC will invite all 60 grantees to participate in this assessment. Therefore, no sampling will be conducted.

2. Procedures for the Collection of Information

As resources and respondents may be impacted by the COVID-19 pandemic, we propose that data collection begin in September 2020. Data will be collected via on-line assessment and respondents will be recruited through a notification (**see Attachment D—On-line Assessment Invitation**) to the respondent universe. The notification email will explain:

- The purpose of the assessment, and why their participation is important
- Instructions for participating
- Method to safeguard their responses
- That participation is voluntary
- The expected time to complete the instrument
- Contact information for the project team

The email will also state instructions for participating and a link to the on-line assessment. The information collection instrument will be distributed using Survey Monkey software.

Respondents will be asked to complete the assessment instrument within a three-week (15 business days) period to allow ample time for respondents to complete it. Following the introductory email, a reminder email will be sent to non-responders the second week following the initial invitation (7th business day) (**see Attachment E—Reminder E-mail for On-line Assessment**).

Once the data collection period for the web-based assessment has closed, CDC will export the quantitative data from SurveyMonkey into a Microsoft Excel file. The file will be stored on a multi-user share which is a network-based file folder that can only be accessed by a designated group of users. Users requesting access, must first complete PEB's Data Security and Confidentiality training and obtain approval from the data steward of the requested file share. CDC staff will review information for completeness and simple descriptive statistics will be run looking at response frequencies. Depending on the response distribution, frequencies may be cross-tabulated. Data collected during this project will provide comprehensive information

about PS programs. The Program Evaluation Branch (PEB) will use the information to identify gaps in required HIV services within these PS programs and provide enhanced technical assistance to state, territorial and local health departments.

3. Methods to Maximize Response Rates Deal with Nonresponse

Although participation in the data collection is voluntary, the project team will make every effort to maximize the rate of response. The data collection instrument was designed with particular focus on streamlining questions to allow for skipping questions based on responses to previous questions, thereby minimizing response burden. The web-based assessment instrument used close-ended questions whenever possible while still providing space to expand answers.

Following the distribution of the invitation to participate in the data collection, (**see Attachment D—On-line Assessment Invitation**), respondents will be asked to complete the assessment instrument within a three-week (15 business days) period to allow ample time for respondents to complete it. Following the introductory email, a reminder email will be sent to non-responders the second week following the initial invitation (7th business day) (**see Attachment E—Reminder E-mail for On-line Assessment**).

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the information collection instrument by 8 public health professionals. In the pilot test, the average time to complete the instrument including time for reviewing instructions, gathering needed information and completing the instrument, was approximately 47 minutes (range: 35 to 60 minutes). Some items may require information from other health department PS program staff, but only one respondent may complete the assessment and only one assessment can be received from each health department. For the purposes of estimating burden hours, the upper limit of this range (i.e., 60 minutes) is used.

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

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LIST OF ATTACHMENTS – Section B

Attachment D – **On-line Assessment Invitation**

Attachment E- **Reminder E-mail for On-line Assessment**