National Syndromic Surveillance Program Community of Practice 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

Data will be collected from 153 members of the National Syndromic Surveillance Program (NSSP) Community of Practice (CoP), who are public health employees of state and local health departments. Specifically, the universe of respondents will consist of 103 state public health employees from 34 state health departments and 50 public health employees from 35 local health departments **(See Attachment A-Respondent List for breakdown by state or local public health entity).** Respondents will be speaking from their official roles as public health officials with responsibilities for syndromic surveillance (SyS) in their respective health department. Syndromic surveillance practitioners vary among health departments and may include various titles, such as epidemiologists, program coordinators, data analysts, IT systems specialists, and statisticians. All 153 will be invited to participate; no sampling will occur.

ISDS, through a cooperative agreement (CDC-RFA-OE16-1601) with CDC, manages the NSSP CoP and is responsible for administering the web-based questionnaire under this information collection. ISDS has access to the NSSP CoP membership directory and member profiles, and therefore will create the appropriate distribution list to recruit and communicate with the 153 respondents.

2. Procedures for the Collection of Information

Data will be collected via a web-based questionnaire and respondents will be recruited through a notification email (see **Attachment D—Notification Email**) to the respondent universe. The notification email will explain:

- The purpose of the data collection, 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 include a link to the web-based questionnaire. The assessment was designed to collect the minimum information necessary for the purpose of this project. Respondents will be asked for their responses to the instrument within a 2-week period to allow ample time for completion. A reminder email will be sent at the beginning of the second week to non-responders to encourage their participation **(See Attachment E – Reminder email).** Those who have not responded at the completion of the data collection period will be considered non-responders.

Data from the web-based questionnaire will be analyzed in Microsoft Excel to calculate and organize descriptive statistics and qualitative response themes respectively. The data will be stored in a secure database maintained by ISDS. Quantitative analysis will consist of descriptive statistics and cross tabulations. Qualitative questions on the instrument will be converted to text responses. The qualitative questions will increase the utility of the quantitative analysis by providing additional information that might not have been captured in the quantitative data.

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 parts of questions based on responses, thereby minimizing response burden. Following the distribution of the invitation to participate in the data collection, **(Attachment D—Notification Em**ail), respondents will have 10 business days to complete the instrument. Those who do not respond within 5 business days will receive a reminder email **(Attachment E—Reminder Email**) urging them to complete the instrument. Those who do not respond within 5 business days from the reminder email will be considered non-responders.

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the data collection instrument by 9 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 10 to 15 minutes. For the purposes of estimating burden hours, the upper limit of this range (i.e., 15 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

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D. **Attachment D – NSSP Community of Practice Notification Email**
E. **Attachment E – NSSP Community of Practice Reminder Email**