

Improving Public Health Preparedness and Response to Drought through the Assessment of Current Knowledge, Practices, and Gaps

OSTLTS Generic Data collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Program Official/Project Officer

Angela Salazar

Public Health Advisor

National Center for Environmental Health

4770 Buford Highway NE MS F60

Atlanta, GA 30341

770.488.3949 (o)

770.488.3410 (f)

aos9@cdc.gov

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Section B – Data collection Procedures

1. Respondent Universe and Sampling Methods

Data will be collected from 3,440 (50 state, 3000 local, 380 tribal, and 10 territorial) health departments. Participants will include individuals designated as “preparedness coordinators” within their agencies. These individuals will be identified by working with partner organizations (e.g., Association of State and Territorial Health Officials, National Association of County and City Health Officials) or through regional CDC staff.

Sampling methods will not be used, as the entire universe of U.S. STLT health departments will be included in this collection. We have chosen not to sample for several reasons, including a lack of existing data on this topic, a lack of knowledge about innovative practices (which may be missed if we sampled), and widely differing health department structures/operations across different STLTs.

2. Procedures for the Collection of Information

Data will be collected via online assessment and respondents will be recruited through a notification (see **Attachment C—Invitation 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 instrument. Respondents will be asked to complete the assessment within a four-week period. Respondents may complete the assessment in multiple sessions, if necessary.

Following the notification email, reminders will be sent on the second week to those who have not yet responded to urge them to complete the assessment (**see Attachment D—Reminder Email**). Those who do not respond to the reminder email within 2 weeks, or by the end of the 4-week information collection period, will be considered non-responders.

Once the 4-week data collection period has closed, respondent data will be downloaded, exported to an Excel spreadsheet, and stored in a secure environment maintained by CDC. Data will be analyzed using Microsoft Excel and/or EpiInfo to create summary reports showing the frequency and counts of responses for each question of the online assessment. Descriptive statistical analyses will be conducted on responses to multiple-choice questions and qualitative analyses on response to open-ended questions. Data collected during the assessment will be shared only in aggregate form.

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 asking the minimal number of questions necessary, thereby minimizing response burden.

Following the distribution of the invitation to participate in the data collection, (see **Attachment C—Invitation Email**), respondents will have 4 weeks to complete the instrument. Those who do not respond within 2 weeks will receive an email reminder (**see Attachment D—Reminder Email**) urging them to complete the instrument. Those who do not respond within 2 weeks 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 five 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 15 minutes (range: 10 to 20 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 20 minutes) is used.

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

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Public Health Advisor
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4770 Buford Highway NE MS F60
Atlanta, GA 30341
770.488.3949 (o)
770.488.3410 (f)
aos9@cdc.gov

Melanie Chansky

Senior Study Director
Westat
1600 Research Blvd.
Rockville, MD 20850
P: 301-517-4019
melaniechansky@westat.com

Saloni Sapru

Senior Study Director
Westat
1600 Research Blvd.
Rockville, MD 20850
P: 240-314-2363
salonisapru@westat.com

Dave Stinchcomb
Senior Study Director
Westat
1600 Research Blvd
Rockville MD 20850
Email: davidstinchcomb@westat.com
Phone: 301-610-5571

LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

- C. Attachment C – Invitation Email**
- D. Attachment D – Reminder Email**