

PHEP Success Story Assessment

OSTLTS Generic Information 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 62 (50 states, 4 cities, and 8 territories) preparedness directors funded under the Centers for Disease Control and Prevention (CDC) Division of State and Local Readiness (DSLRL) Public Health Emergency Preparedness (PHEP) Cooperative Agreement.

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 62 grantees to participate in this assessment. Therefore, no sampling will be conducted.

2. Procedures for the Collection of Information

Data will be collected via web-based assessment and respondents will be recruited through a notification (see **Attachment D – 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 state instructions for participating and a link to the assessment. The information collection instrument will be distributed using Survey Monkey software.

Respondents will be asked to complete their response to the instrument within a 4-week period to allow ample time for completion. Following the invitation email, preparedness directors who do not respond within 2 weeks will receive a reminder email (**see Attachment E—Reminder Email**) urging them to complete the assessment.

Information collected from the online assessment will be stored in a secure environment on the password-protected computers of DSLRL/ ORAU contractor staff and on secure CDC/ORAU contractor servers. Once the assessment is closed, responses will be downloaded from Survey Monkey. Data analysis will consist of descriptive statistics and will be run examining response frequencies. Following analysis of responses, key findings will be shared in aggregate form with project staff and OPHPR senior leadership. Findings may also be disseminated through presentations at preparedness and health communication meetings and manuscript publication in scientific journals. Data collected will inform development and delivery of the DSLRL PHEP Success Stories project by 1) identifying opportunities to improve the current story submission process 2) assessing the reach of the stories and how they are being used, and 3) identifying methods to improve engagement.

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.

Following the distribution of the invitation to participate in the data collection, (see **Attachment D - Invitation Email**), respondents will have 20 business days to complete the instrument. Those who do not respond within 10 business days will receive a reminder (see **Attachment E - Reminder Email**) urging them to complete the instrument. Those who do not respond within 10 business days from the reminder email, or the end of the assessment period, 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 5 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 2 minutes (range: 1 to 3 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 3 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 – Invitation Email
Attachment E – Reminder Email