

# State Oral Health 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

The respondent universe for this information collection consists of 42 state oral health program staff (21 state oral health program directors and 21 state oral health program staff such as epidemiologists, community water fluoridation staff or school-based sealant program administrators) across 21 states funded by Cooperative Agreement DP13-1307, State Oral Disease Prevention Programs.

Information will be collected from respondents via two methods: an online survey and a telephone interview. Details regarding the specific respondent universe and associated sampling for each of the methods are outlined below.

#### ***Online Survey (n=42)***

Respondents will include a total of 42 state oral health program staff including 21 program directors and 21 program staff members. These individuals are included in the respondent universe because they either oversee or coordinate one of the state oral health programs funded under Cooperative Agreement DP13-1307. No sampling procedures will be employed. Everyone in the respondent universe will be asked to participate in the survey.

#### ***Telephone Interviews (n=9)***

A subset (n=9) of the 21 state oral health program directors who participated in the online survey will be invited to participate in follow-up telephone interviews. We will purposively select respondents from state health departments who are at varying points in the development and implementation of state oral health activities based on their responses to the online survey.

### 2. Procedures for the Collection of Information

Data will be collected via two methods: An online survey (see **Attachment A— Instrument: Online Survey- Word Version** and **Attachment B— Instrument: Online Survey- Web Version**) and follow-up telephone interviews (see **Attachment C— Instrument: Telephone Interview Guide**).

#### ***Online Survey***

Respondents will be invited to participate in the online survey via email (see **Attachment D— Online Survey Invitational Email**) sent to all 42 potential participants in the respondent universe. Contact information for all state oral health staff will be obtained from information provided by program awardees.

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 survey link will be embedded into the invitation email and can be accessed by pressing the “Begin Survey” button. The survey will be live for a three week (15 business days) period to allow ample time for response. To minimize non-response, a reminder email will be sent to non-responders the second week (8<sup>th</sup> business day) following the initial invitation (see **Attachment E— Online Survey Reminder Email**). Those who do not respond by the end of the survey period will be considered non-responders.

Information collected from the online survey will be stored in a secure environment maintained by the evaluation team within DOH. Once the survey is closed, responses will be downloaded from Survey Monkey into an Excel spreadsheet file. Data will be reviewed for completion and simple descriptive statistics will be run examining response frequencies.

### ***Telephone Interviews***

Potential participants will be recruited for a telephone interview via an invitation email (see **Attachment F—Telephone Interview Invitation Email**). If the participant does not respond to the invitation email within 1 week (5 business days), a second email will be sent (see **Attachment E—Online Survey Reminder Email**). If the participant cannot be contacted within 3 business days of the reminder email, or declines to participate, a replacement will be identified by the DOH project lead.

As with the online survey, interview candidates will be informed that participation in the telephone interview is voluntary. All telephone interviews will be recorded and transcribed. Verbal permission to be recorded will be obtained from the participant prior to the beginning of the interview. Data from the telephone interviews will be stored in a secure environment maintained by the evaluation team within DOH. Thematic analysis will be used to analyze data using MAXQDA or a similar qualitative data software analysis package.

Following analysis of responses to all information collection instruments, key findings will be shared in aggregate form with DOH project staff, partner organizations and the respondents who participated in this information collection. Additionally, DOH project staff will condense key findings from the online survey and telephone interviews, refine them into a manuscript format for publication, for presentation at oral health-related meeting or conferences, and for various DOH health communications materials.

### **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 instruments were designed with particular focus on streamlining questions to allow for skipping questions based on responses to previous questions, thereby minimizing response burden.

### ***Online Survey***

Following the invitation to participate in the online survey (**Attachment D— Online Survey Invitation Email**) a reminder email will be sent to non-respondents the second week following the initial invitation (8<sup>th</sup> business day) (see **Attachment E—Online Survey Reminder Email**). Those who do not respond to the survey by the time it closes at the end of the 15<sup>th</sup> business day will be considered non-responders

### ***Telephone Interviews***

For the telephone interviews, participants will be invited to participate by email (see **Attachment F—Telephone Interview Invitation Email**). If the participant does not respond to the email within 5 business days, a second email will be sent (see **Attachment G—Telephone Interview Reminder Email**). If the participant cannot be contacted within 3 business days of the reminder email, or declines to participate, a replacement will be identified by the DOH project lead.

## **4. Test of Procedures or Methods to be Undertaken**

### ***Online Survey***

For the online survey, the estimate for burden hours is based on a pilot test of the data collection instrument by 2 of 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 26 minutes (range: 20 – 32). For the purposes of estimating burden hours, the upper limit of this range (i.e., 32 minutes) is used.

### ***Telephone Interviews***

In order to reduce the burden to respondents, we will limit the telephone interviews to 60 minutes. Thus, we did not pilot test the data collection instrument for the telephone interviews. The maximum burden for the data collection instrument, including reviewing instructions, gathering needed information, and completing the instrument will be 60 minutes.

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

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## **LIST OF ATTACHMENTS – Section B**

- D. Attachment D – Online Survey Invitation Email**
- E. Attachment E – Online Survey Reminder Email**
- F. Attachment F – Telephone Interview Invitation Email**
- G. Attachment G – Telephone Interview Reminder Email**