CDC Project Officer Effectiveness and Satisfaction 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 969 state health department officials, as well as officials in the District of Columbia Department of Health. These officials serve as the primary points of contact (either principal investigators or program coordinators) on 19 select CDC non-research domestic cooperative agreements or grants. Individual titles may vary, but respondents are expected to hold titles such as division director, program manager, or grants manager.

The 19 cooperative agreements or grants were selected based on size of investment, inclusion across all CDC CIOs, and limited to the cooperative agreements and grants going to the states. All points of contact representing the 19 cooperative agreements or grants will be invited to participate in the study; no sampling will be employed. ASTHO will be responsible for contacting the state health department agencies to access our target respondent group for this assessment.

2. Procedures for the Collection of Information

Data will be collected via a web-based data collection instrument and respondents will receive an invitation email (see **Attachment D: Invitation Email**. The invitation 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 provide a link to the web-based data collection instrument and instructions to base their responses on specific relationships with CDC project officers by cooperative agreement and grant received by the health department.

Respondents will be given six weeks to complete the web-based instrument. At the beginning of Week 3, a reminder email will be sent to all respondents urging them to complete the web-based instrument (see **Attachment E: Reminder Email 1**). An additional reminder email will be sent to respondents who have not completed the web-based instrument at the beginning of Week 4 (see **Attachment F Reminder Email 2**). Each reminder email will review the purpose of the data collection, instructions for participation, and the link to the instrument. Those who do not respond by the end of Week 6 will be considered non-responders.

Data from the web-based instrument will be exported from Qualtrics into an Excel spreadsheet file and stored on a secure drive on ASTHO's network that is only accessible to project members. Data will then be imported into SPSS, and data will be reviewed for completion and quantitative analyses will use descriptive statistics to determine frequency distributions. Qualitative and thematic analysis will be performed on the open-ended questions from the web-based instrument. Responses will be cross-tabulated to compare similarities and differences in

support from project officers across centers at CDC. Results may be cross-tabulated in other ways to identify response similarities and differences among sub-groups of respondents, such as by health department structure or governance.

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.

Respondents will have 30 business days to complete the instrument. Reminder emails will be sent to encourage participation throughout the data collection period. Those who do not respond within 30 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 3 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 25 minutes. For the purposes of estimating burden hours, the average (i.e., 25 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 1
Attachment F: Reminder Email 2