

**DOCUMENTATION FOR THE GENERIC CLEARANCE
FOR THE COLLECTION OF QUALITATIVE RESEARCH & ASSESSMENT**

TITLE OF INFORMATION COLLECTION: Hospital Preparedness Program (HPP) Partner Community Survey

- INTERVIEWS
- SMALL DISCUSSION GROUPS
- FOCUS GROUPS
- QUESTIONNAIRES
- OTHER (EXPLAIN)

DESCRIPTION OF THIS SPECIFIC COLLECTION

1. Intended purpose

HPP regularly surveys its 200+ stakeholders/partner community members on a range of topics. In this case, HPP will survey their members about value of the HPP partner community meetings and various activities, resources, and communications materials put forth by ASPR and HPP, including data collected related to an impact or incident on the healthcare delivery system.

2. Need for the collection

The data collected by the HPP Partner Community Survey is needed to substantiate HPP's value and impact for the purposes of communicating with stakeholders. The feedback collected will help HPP measure how well the program is meeting its strategy and mission, as well as help refine the program's engagement priorities. Understanding how best to communicate and how resources are used will help to field critical information during a major public health emergency or disruption to healthcare access.

3. Planned use of the data

The data will be used as discussion points for the February 2019 HPP Partner Community Meeting. The data will also help HPP refine the resources and materials it uses to engage with stakeholders in preparing for and during a healthcare emergency response.

4. Date(s) and location(s)

The HPP Partner Community Survey is anticipated to be open for response for two weeks starting in mid-February 2019. This is an online survey that can be accessed anytime, anywhere while the survey is open for response.

5. Collection procedures

HPP will conduct the survey and distribute it to representatives of partner organizations. Each partner will receive a link to complete the survey via the SurveyMonkey online survey tool. Data will be collected by HPP.

6. Number of collections (e.g., focus groups, surveys, sessions)

Each partner community member (approximately 200 as of January 2019) will have the opportunity to submit one response to the survey.

7. Description of respondents/participants

This survey will be sent to 200+ HPP stakeholders. HPP holds quarterly meetings with health care emergency preparedness, response, and recovery partners to strengthen relationships across the public health and medical communities in order to share program updates, discuss innovations and opportunities, as well as data and trends. HPP wants to foster better exchange of ideas on how to improve hospital and health care system preparedness, response, and recovery nationwide.

8. Description of how results will be used

The data will be used as discussion points for ongoing HPP Partner Meetings to help HPP improve its approach to critical information sharing during those meetings. The results will also help HPP refine the resources and materials it uses to engage with stakeholders so that the program can better achieve its mission during a healthcare emergency and/or event.

9. Description of how results will or will not be disseminated and why or why not

De-identified data may be shared with the HPP Partner Community for the purposes of discussion. The results of this survey are primarily to help HPP leadership improve external engagement strategy.

AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE -- None

BURDEN HOUR & COST COMPUTATION (*Number of responses (X) estimated response or participation time in minutes (/60) = annual burden hours*):

Category of Respondent	No. of Respondents	Participation Time	Total Burden Hour
HPP Partner Community Member	210	10 minutes	35

BURDEN COST COMPUTATION

Category of Respondent	Total Burden Hour	Wage Rate	Total
HPP Partner Community Member	35	\$36.54	\$1,278.90

OTHER SUPPORTING INFORMATION

REQUESTED APPROVAL DATE: February 19, 2019

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DEPARTMENT/OFFICE/BUREAU: ASPR Office of Emergency Management, Division of National Healthcare Preparedness Programs (NHPP)