

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

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**TITLE OF INFORMATION COLLECTION:** Hospital Preparedness Program (HPP) Weekly Update Evaluation Survey

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

**DESCRIPTION OF THIS SPECIFIC COLLECTION**

**1. Intended purpose**

HPP disseminates a weekly newsletter to 500+ recipients to share important grants management information, program updates, and technical resources. HPP will survey recipients to evaluate the value of the newsletter and identify ways to improve it moving forward to ensure the right people are getting the right information, which is critical for dissemination of information during a pandemic and major public health emergency or disruption in access to healthcare.

**2. Need for the collection**

The data collected by the HPP Weekly Update Evaluation Survey is needed to substantiate the newsletter's value and impact for the purposes of communicating crucial information with awardees and other stakeholders. For example, in the event of an emergency situation, such as an Ebola outbreak, the newsletter disseminates critical emergency response guidance and updates. The feedback collected will help HPP measure the effectiveness of the newsletter by gathering qualitative and quantitative data on readership, to ensure the right stakeholders have access to key information sharing sources during events that impact the healthcare delivery system, stress tests and collections and dissemination of data related to alternate standards of care during an emergency.

**3. Planned use of the data**

The results from the survey will help HPP improve and refine its weekly newsletter to ensure the information included, recipients, and cadence are appropriate and effective.

**4. Date(s) and location(s)**

The HPP Weekly Update Evaluation Survey is anticipated to be open for response for two to three weeks starting in mid-January 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 newsletter recipients, comprised of awardees and 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 newsletter recipient (approximately 540) will have the opportunity to submit one response to the survey.

**7. Description of respondents/participants**

This survey will be sent to 500+ HPP stakeholders: awardees, federal contacts, and partner community members.

**8. Description of how results will be used**

The data will be used to evaluate the impact and value of the newsletter in distributing key information in preparation and during a healthcare response. The survey will help HPP learn who reads the newsletter, what information they find most valuable, and what information they feel the newsletter should include going forward.

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

The results of this survey are primarily to help HPP leadership improve effectiveness of this communication channel.

**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 Weekly Update Recipients	540	5 minutes	45

**BURDEN COST COMPUTATION**

Category of Respondent	Total Burden Hour	Wage Rate	Total
HPP Weekly Update Recipients	45	\$35.64	\$1,603.80

**OTHER SUPPORTING INFORMATION**

**REQUESTED APPROVAL DATE:** February 19, 2019

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