

**SUPPORTING STATEMENT
FOR PAPERWORK REDUCTION ACT SUBMISSION**

B. Collection of Information Employing Statistical Methods

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. The following documentation should be provided with the Supporting Statement Part A to the extent that it applies to the methods proposed. For further information, please consult [OMB's Standards and Guidelines for Statistical Surveys](#).

- 1. Describe the potential respondent universe (including a numerical estimate) and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, state and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

The potential respondent universe consists of the 4,583 postsecondary degree granting institutions (NCES, 2018). The entire respondent universe will be used due to the purpose of the information collection: to create a directory of information from each institution. Use of a sampling procedure would compromise this purpose. No sampling methods will be used. Average response rate for web-based surveys has been noted to be 25-30%, but strategic follow-up strategies following best practices in survey implementation will be used to increase the expected response rate for the collection to 75-80% (e.g., reminder e-mails to respondents, outreach through posted mail and e-mail).

- 2. Describe the procedures for the collection of information, including:**
 - **Statistical methodology for stratification and sample selection.**
 - **Estimation procedure.**
 - **Degree of accuracy needed for the purpose described in the justification.**
 - **Unusual problems requiring specialized sampling procedures, and**
 - **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

All potential respondents will be contacted. No sampling procedures will be used. Data collection will be annual.

3. Describe methods to maximize response and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.

All data will be collected in a secure online database. All data entry, tracking, and retrieval will be electronic. A web-based data collection system was determined to be the best approach to maximize and monitor response for several reasons:

1. This system allows institutions of higher education (IHEs) to fill in data from any computer with Internet access.
2. Given the longitudinal nature of the project, a web-based information system reduces burden and promotes response by allowing IHEs to review the previous year's information and make updates as needed, rather than entering a full set of annual data without reference to previous entries.
3. Systematic follow up contact with non-respondents will be used following best practices for frequency of follow up prompts and personalizing communication, through letters and email.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

The information collection tool including data elements and format was designed with input from experts with experience in national online database development. The Center collected survey feedback from a variety of disability services professionals who reflect those who will be completing the data collection form. The online data collection system was pilot tested with no more than 9 disability services professionals prior to launching the information collection process. The survey questions were not affected by the pilot test. At least every three years, the Center will consult with researchers in database and survey methodology and representatives from the disability services field.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other persons who will actually collect and/or analyze the information for the agency.

There are no statistical aspects of the design. The information collection process will be led by Dr. John Butterworth, Senior Research Fellow of the Institute for Community Inclusion at the University of Massachusetts, Boston (617-287-4357) under a contractual arrangement with the National Center. The person coordinating this project at the National Center is Dr. Sally Scott, Senior Research Associate (704-995-2307).