

Preventative Health and Health Services Block Grant

CSTLTS Information Collection Request
OMB No. 0920-0106

Supporting Statement – Section B

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Technical Monitor:

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B. Collections of Information Employing Statistical Methods

1. Respondent Universe and Sampling Methods

The respondent universe includes all 61 Preventive Health and Health Services Block Grant Coordinators representing 50 states, the District of Columbia, two American Indian Tribes, and eight U.S. territories (see Attachment A). No sampling from this universe will be undertaken.

2. Procedures for the Collection of Information

The procedures for collection of information are consistent with what was previously approved. Each respondent is notified of program reporting requirements which include the provision of a plan and appropriate certifications and assurances. Information is submitted to CDC through an electronic Block Grant Management Information System (BGMIS). On an annual basis, each awardee submits one Work Plan and one Annual Report (see Attachments D and E). Awardees enter data into the BGMIS system in accordance with PHHS Block Grant program guidance (see Attachments I and J). All awardees are provided secure access to the system for the purposes of annual data entry. The CDC Block Grant program staff are available to meet with or otherwise consult with each respondent to ensure the proper and most efficient use of the system.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Awardees complete Work Plan and Annual Report information in accordance with legislative mandates. The utilization rate is 100%. The system is easy to use and requires very little training. On-line instructions for using the system are available to the user as is telephone and email support.

4. Tests of Procedures or Methods to be Undertaken

The BGMIS has been in use since 2008. In 2007, CDC conducted a pilot test of BGMIS with seven awardees. Awardees have been successfully using the web based system for the past three years, entering Work Plan applications, Annual Progress Reports, and Success Stories. The scope of the information collected, the respondents, methods, use of data remain constant with what was previously approved. Minor changes have been made to the Work Plan Guidance to provide further clarification.

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

The following individual will oversee the collection and summarization of information collected from PHHS block grant recipients.

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Contractor
Northrop Grumman
Data collection, ongoing maintenance of BGMIS

LIST OF ATTACHMENTS

Attachment A – List of PHHS Block Grant Grantees
Attachment D - Work Plan Instrument: Word Version
Attachment E – Annual Report Instrument: Web Version
Attachment I – Work Plan Guidance
Attachment J – Annual Report Guidance