

**Supporting Statement
For OMB Information Collection Request**

SUPPORTING STATEMENT: PART B

October 16, 2019

Monitoring and Reporting for the Overdose Data to Action Cooperative Agreement

Point of Contact:

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COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

B.1. Respondent Universe and Sampling Methods

B.2. Procedures for the Collection of Information

B.3. Methods to Maximize Response Rates and Deal with Nonresponse

B.4. Tests of Procedures or Methods to be Undertaken

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

Attachments

1. Public Health Services Act (PHSA) 42 U.S.C. 241 (a), Section 301 (a)
2. List of Funded jurisdictions
3. Information Collection Tools
 - a. Evaluation and Performance Measurement Plan Template
 - b. Overdose Prevention Capacity Assessment Tool
 - c. Annual Activity Progress Report and workplan
 - d. Surveillance Data Dissemination Plan
4. Federal Register Notice
5. Privacy Impact Assessment (PIA)
 - a. Partner's Portal
 - b. Overdose Data to Action
6. Research Determination
7. Crosswalk of reporting components

B.1. Respondent Universe and Sampling Methods

Respondents will include all 66 jurisdictions funded under CDC-RFA-CE19-1904. A list of funded jurisdictions is provided (**Attachment 2**).

No statistical sampling method will be used.

B.2. Procedures for the Collection of Information

All information will be reported electronically. Recipients will report progress on their work plan objectives, activities, and performance measures. Four tools have been developed to collect this information: 1. Evaluation and Performance Measuring Plan, 2. Overdose Prevention Capacity Assessment Tool, 3. Surveillance Data Dissemination Plan, and 4. Annual Activity Progress Report and work plan. In general, information will be collected from recipients on an annual basis after initial population of the reporting tools. The exception is the Surveillance Data Dissemination Plan, which is a one-time reporting requirement.

The tools support the collection and reporting of information that will be used by CDC to help examine and monitor program implementation and outcomes. The information collected will be used to describe, appraise, and enhance opportunities for collaborative efforts and partnerships. Information reported to CDC will be accessible to CDC science officers, project officers, evaluators, and contractors (Northrup Grumman). Having all this information in a single and secure database will allow CDC project officers to search across multiple programs, help ensure consistency in documenting progress and technical assistance, enhance accountability of the use of federal funds, and provide timely reports as frequently requested by HHS, the White House, and Congress.

B.3. Methods to Maximize Response Rates and Deal with Nonresponse

Annual reports are a requirement for each program awarded funding under the Notice of Funding Opportunity in order to continue to receive cooperative agreement funding. Hence, response rates are expected to be 100%.

B.4. Tests of Procedures or Methods to be Undertaken

Several of the tools have been previously tested, piloted, or are modified versions of current practices. For example, the *Partner's Portal*, as well as the *Annual Performance Report*, are web-based methods for collecting information that have been used in previous funding opportunities (OMB# 0920-1155 - *Monitoring and reporting systems for the prescription drug overdose prevention for states coop agreement*). Extensive user testing has proven it a user-friendly, secure means of data collection. The *Operation Capacity Assessment* was adapted from the *Component Model of Infrastructure*¹ a validated instrument, which serves as a method for developing a framework and/or guidance document by linking an organization's assessment of capacity, sustainability, and outcome measures. In addition, the *Surveillance Data Dissemination Plan* was also used as a suggested template in former funding opportunities.

¹ Lavinghouze SR, Snyder K, Rieker PP. The component model of infrastructure: a practical approach to understanding public health program infrastructure. *Am J Public Health*. 2014;104(8):e14-24.

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

An NCIPC/CDC workgroup has been established to assist in the development of the reporting tool. The NCIPC/CDC members provided input on content, functionality, and usability of the database, and worked with the contractor in the design of the tool.

The individuals responsible for design and of the data collection system include:

Northrup Grumman Consulting Team

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