**Reinstatement with Change**

**Management Information System for**

**Comprehensive Cancer Control Programs**

**OMB # 0920-0841**

**Supporting Statement: Part A**

**Contact:**

**Floyd ‘Trey’ Bonner, M.P.H.**

**Phone: (770) 488-2799**

**E-mail: kfz5@cdc.gov**

**Division of Cancer Prevention and Control**

**National Center for Chronic Disease Prevention and Health Promotion**

**4770 Buford Highway, NE, MS F76**

**Atlanta, GA 30341**

**April 8, 2020**

**Information Collection Request**

**TABLE OF CONTENTS**

**Justification**

1. Circumstances Making the Collection of Information Necessary
2. Purposes and Use of Information Collection
3. Use of Improved Information Technology and Burden Reduction
4. Efforts to Identify Duplication and Use of Similar Information
5. Impact on Small Businesses or Other Small Entities
6. Consequences of Collecting the Information Less Frequently
7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5
8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency
9. Explanation of Any Payment or Gift to Respondents
10. Assurance of Confidentiality Provided by Respondents
11. Justification for Sensitive Questions
12. Estimates of Annualized Burden Hours and Costs
13. Estimates of Other Total Annual Cost Burden to Respondents or Record Keepers

14. Annualized Cost to the Federal Government

1. Explanation for Program Changes or Adjustments
2. Plans for Tabulation and Publication and Project Time Schedule

17. Reason(s) Display of OMB Expiration Date is Inappropriate

18. Exceptions to Certification for Paperwork Reduction Act Submissions

**List of Attachments**

1. Authorizing Legislation for the National Comprehensive Cancer Control Program (NCCCP)
2. 60-Day Federal Register Notice

3. List of NCCCP Awardees

4a. Current MIS Data Elements for NCCCP Awardees

4b. Summary of Changes to MIS Data Elements to Facilitate Reporting and Searching Standardized

Measures

4c. Data Entry Screenshot

4d. Login Page Screenshot

4e. Privacy Narrative

4f. Privacy Impact Assessment

4g. Non-Research Determination

4h. CDMIS User Guide: Action Plan tab

**Goal:** Collect, store, retrieve, share, and report accurate and timely information electronically from 66 cooperative agreement awardees that receive funding for participation in the National Comprehensive Cancer Control Program (NCCCP).

**Intended Use:** Monitor NCCCP awardee performance and provide timely and accurate responses to inquiries from Congress and other stakeholders.

**Methods:** Awardees will use the Management Information System (MIS) to monitor program outcomes and report progress to CDC yearly. CDC will retrieve information to respond to public and internal leadership inquiries.

**Subpopulation:** 66 NCCCP awardees

**Data Analysis:** Quantitative and qualitative analyses

**A. JUSTIFICATION**

 **1. Circumstances Making the Collection of Information Necessary**

This statement supports the request for clearance of a revision to electronic collection of information by the National Comprehensive Cancer Control Program (NCCCP), funded by the Comprehensive Cancer Control Branch of the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services (DHHS) (Management Information System for Comprehensive Cancer Control Programs, OMB No. 0920-0841, exp. 6/30/2019). OMB approval is requested for three years. This information collection is authorized by the Public Health Service Act, Section 301, 241(a) (see **Attachment 1**).

The Comprehensive Cancer Control Branch manages the NCCCP, which provides funding to 66 state, tribal, territorial, and U.S. Affiliated Pacific Island health departments to design, implement, and evaluate comprehensive cancer control plans to reduce the burden of cancer locally. Support for these programs is a cornerstone of CDC efforts to reduce the burden of cancer throughout the nation. Awards to individual applicants are made for a five-year budget period. Continuation awards for subsequent budget periods are made on the basis of satisfactory progress in achieving both national and program-specific goals and objectives, as well as availability of funds.

In 2017, 66 awardees were selected for funding for DP17-1701 (“Cancer Prevention and Control Programs for State, Territorial, and Tribal Organizations”) to implement cancer prevention and control programs to reduce morbidity, mortality, and related health disparities (see **Attachment 3**). Each awardee submits annual progress reports to CDC through the electronic Management Information System (MIS).

In this revision request, CDC seeks OMB approval to continue using the MIS to collect, store, retrieve, share, and report accurate and timely information to monitor awardee performance and resource use for three years. The request will cover the last three program years of DP17-1701.

Electronic reporting of core NCCCP data elements (see **Attachment 4a**) will continue for the new approval period. There are minor changes in content to increase standardization of reporting performance measures and to refine search capabilities (see **Attachment 4b**).

**2. Purpose and Use of the Information Collection**

The MIS is a post award grants management web-based tool used to collect information about the financial and staffing resources dedicated to cancer control by each awardee; the types of cancer addressed by each awardee; their work plan objectives, activities, and partnerships; and their program evaluations, reports, and products. Awardees provide the information for resources and activities related to the cooperative agreement. Awardees provide this information for key program staff hired or retained to help implement the award (e.g. Program Coordinator). The contact person only provides information about the new program, not personal information.

The MIS is designed to improve the capacity of the CDC, as well as each NCCCP awardee, to efficiently report information needed to monitor program progress, report performance measures, track changes in work plans, and document and report information required as a condition of cooperative agreement funding. There are eight MIS tabs: (1) FOA & Recipients; (2) Program Information; (3) Resources; (4) Leadership Team; (5) Financial; (6) Planning; (7) Action Plan; and (8) Reports. The Program Information tab includes program contact information and a program summary. The Leadership Team tab includes a leadership team summary and the leadership team plan. Awardees action/work plans are housed in the Action Plan tab including work plan objectives and activities.

**3. Use of Improved Information Technology and Burden Reduction**

The MIS is based on well-defined information components and processes that foster consistency in data collection and reporting. The MIS takes advantage of technology to improve information quality by minimizing errors and redundancy. The MIS interface has been enhanced for usability, including increased use of drop-down menus and pre-formatted options. These modifications reduce the burden of entering data in open-ended format and facilitate the annual transfer of program and resource information that has not changed.

Special attention has been given to ensuring the system is easy to use and collects information that can later be queried and summarized through its reporting capabilities. The MIS is intended to accomplish the following functions:

* Reduce both NCCCP awardee and CDC burden of program planning, reporting, and overall cooperative agreement administration.
* Standardize the NCCCP awardee reporting process to facilitate development of evaluation methods.
* Enable reporting information to be sorted and aggregated to assess the overall effectiveness of NCCCP and respond to stakeholder inquiries.
* Support a common monitoring and evaluation framework for core cancer prevention and control program activities.

The MIS design also allows CDC and awardee staff to access the data entry pages for data entry, data review, and collaboration on technical assistance. Awardee staff have used MIS to review the completeness of data necessary to submit required reports, enter basic summary data for reports, and finalize and save required reports for upload into Grants Solutions.

**4. Efforts to Identify Duplication and Use of Similar Information**

The collection of an annual performance report is part of a federal reporting requirement for cooperative agreement awardees. The MIS consolidates information necessary for this report that also serves as a continuation application, so that information entered once can be used to generate a report that meets the federal reporting requirement without having to duplicate efforts. The MIS eliminates duplicative efforts under paper-based reporting systems. The information collected from NCCCP awardees is not available from other sources.

**5. Impact on Small Businesses or Other Small Entities**

No small businesses will participate in the MIS data collection.

**6. Consequences of Collecting the Information Less Frequently**

Annual performance reports are required for NCCCP awardees funded through the DP17-1701 cooperative agreement. The annual reporting schedule will be maintained during the first year of this three-year revision request.

**7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

There are no special circumstances related to the continued use of the MIS, and the request fully complies with the regulation.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency.**

**A. Federal Register Notice**

A 60-day Notice was published in the Federal Register on November 4, 2019 (Volume 84, Number 213, pages 59378-59379) (see **Attachment 2**). No comments were received and no modifications were made to the information collection plan.

**B. Other Consultations**

The MIS was designed collaboratively by CDC staff and the data collection contractor. Consultation will continue throughout the system modification process.

**9. Explanation of Any Payment or Gift to Respondents**

Respondents do not receive payments or gifts for providing information.

**10. Protection of the Privacy and Confidentiality of Information Provided by Respondent**

NCCDPHP’s Information Systems Security Officer has reviewed this submission and has determined that the Privacy Act does not apply. Activities do not involve the collection of individually identifiable information. For additional details review the Privacy Impact Assessment attachment entitled CDMIS PIA . Respondents are state-, territorial/USAPIJ-, and tribal-based comprehensive cancer control programs. Although contact information is obtained for each program, the contact person provides information about the state, territorial, or tribal program, not personal information.

The MIS is a a post award grants management web-based application. There is no website content directed at children less than 13 years of age. Access is controlled by a password-protected login for authorized users.

Access levels vary from read-only to read-write, based on the user’s role and needs. Each NCCCP awardee has access to its own information and decides the level of access for each user. The extent to which local partners may access an NCCCP awardee’s information is decided by that awardee. Aggregated information is stored on an internal CDC SQL server subject to CDC’s information security guidelines. The MIS is hosted on NCCDPHP’s Intranet and Internet Application platforms, which undergo security certification and accreditation through CDC’s Office of the Chief Information Security Officer.

**11. Institutional Review Board (IRB) and Justification for Sensitive Questions**

1. **IRB Approval**

The MIS information collection has been determined to be public health practice and not research involving human subjects; therefore, neither IRB approval nor consent from individuals are required. However, awardees are required to respond as a condition of cooperative agreement funding.

1. **Sensitive Questions**

The MIS instrument does not collect sensitive information. No personal information is requested. The MIS collects a limited amount of information in identifiable form (IIF) for key program staff (e.g., Program Director, Coalition Chairperson). Awardees provide the names of these individuals as well as their professional contact information. The contact person only provides information about the NCCCP program, not personal information. For additional information refer to the non-research determination attachment (Attachment 4g).

**12. Estimates of Annualized Burden Hours and Costs**

**A. Estimated Annualized Burden Hours**

All 66 NCCCP awardees will submit Data Elements for All NCCCP Programs through a web-based Management Information System (MIS). Screenshots are provided in **Attachment 4a**.

Current requested changes are summarized in **Attachment 4b**. Respondents will report outcomes annually during this clearance period. For routine reporting, the estimated burden per response is 1 hour.

For all data collection and reporting for cancer prevention and control programs, the total estimated annualized burden to respondents is 66 hours, as summarized in Table A.12-1.

OMB approval is requested for 3 years. To avoid under-estimation of respondent burden, the burden table accounts for annual reporting throughout the 3-year clearance period.

**Table A.12-1. Estimated Annualized Burden to Respondents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Respondents | Form Name | No. of Respondents | No. of Responses per Respondent | Avg. Burden per Response (in hrs.) | Total Burden (in hrs.) |
| Program Director for State-, Tribal-, or Territorial-based Cancer Prevention and Control Program | Data Elements for All CPC Programs: Annual Reporting | 66 | 1 | 1 | 66 |
| Total | 66 |

**B. Estimated Annualized Burden Costs to Respondents**

Table B.12-1 displays the estimated annualized cost to respondents for reporting program progress information. The hourly wage rates for program managers are based on wages for similar mid-to-high level positions in the public sector. The total estimated annualized cost to respondents is $2,581.26 [(66 x 1) + (1 x $39.11)].

**Table B.12-1. Estimated Annualized Cost to Respondents**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of Respondents | Form Name | No. of Respondents | No. of Responses per Respondent | Average Burden per Response (in hrs.) | Average Hourly Wage | Total Cost |
| Program Director for State-, Tribal-, or Territorial-based Cancer Prevention and Control Program | Data Elements for All CPC Programs: Semi-annual Reporting | 66 | 1 | 1 | $39.11 | $2,581.26 |
|  | Total | $2,581.26 |

\*Hourly wage information is from the U.S. Department of Labor, Bureau of Labor Statistics website (www.data.bls.gov/cgi-bin/print.pl/oes/current/oes1191999.htm).

**13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers**

The MIS is designed to use existing hardware within funded sites, and all respondents currently have access to the Internet to use the information system. No capital or maintenance costs have been required. Additionally, there have been no start-up, hardware or software costs.

**14. Annualized Cost to the Federal Government**

**A. Development, Implementation, and Maintenance**

The MIS developer and data collection contractor is Northrup-Grumman. Major cost factors related to deploying the MIS include development and testing costs, system maintenance costs, and the cost of oversight by CDC GS-14 program staff, requiring 5% level of effort equating to $6,814.75. The total estimated annualized cost of the MIS is **$248,917**.

Tables A.14.1 and A.14.2 provide detailed breakdowns of the estimated annualized cost for each program component.

**Table A.14.1 Estimated Annualized Cost for Collection of MIS-based NCCCP (DP17-1701) Data**

|  |  |
| --- | --- |
| Annualized cost of system development and implementation\* | $208,917 |
| Annual system maintenance contract | $40,000 |
|  |  |
| **Total annualized cost to the government** | **$248,917** |

\* The annualized cost of system development and implementation is based on costs for NCCCP for the period July 1, 2016 to February 2019.

1. **Explanation for Program Changes or Adjustments**

In the 2016 previous OMB approval period, the total estimated annualized burden is 304 hours. The existing burden hours for this request is 66 hours, which is a decrease of 238 hours. Since the DP17-1701 is in a current funding cycle, awardees will not be populating MIS with initial data, which results in a decrease of 44 hours. Also, the reporting frequency has changed from biannual to annual, the response time has decreased from 2 hours to 1 hour, and the number of respondents has increased from 65 to 66, which results in a decrease of 194 hours. Annual reporting includes data entry related to the action plan and leadership team tab. User acceptability testing was conducted related to the addition of the leadership team tab data which allowed for accurate estimates of burden per response.

**Table A.15-1. Changes to Estimated Annualized Burden to Respondents**

|  |  |  |  |
| --- | --- | --- | --- |
| Form Name | Previous Approval | Current Revision Request | Change |
| Number ofrespondents | Frequency | Burden perresponse (in hours) | Totalburden(in hours) | Number ofrespondents | Frequency | Burden perresponse (in hours) | Totalburden(in hours) |
| Data Elements for All CPC Programs: Initial MIS Population | 22 | 1 | 2 | 44 | 0 | 0 | 0 | 0 | -44 |
| Data Elements for All CPC Programs: Annual Reporting | 65 | 2 | 2 | 260 | 66 | 1 | 1 | 66 | -194 |
| TOTAL | 304 | TOTAL | 66 | -238 |

**16. Plans for Tabulation and Publication and Project Time Schedule**

**A. Time schedule for the entire project**

The cooperative agreement cycle for DP17-1701 is 5 years. OMB approvalis being requested for the final three years of this NOFO.Tables including beginning and ending dates for the collection of information for the FOA and other actions are provided below.

|  |
| --- |
| **Table 16-1 Project Time Schedule for NCCCP Reporting** |
| Activity | Time Schedule |
| Notify respondents | Within 2 weeks after OMB approval |
| Training | 1 month after OMB approval |
| Ongoing support (as needed) | 1 month after OMB approval |
| Analyses and Validation | 2 months after OMB approval |

**B. Publication plan**

DP17-1701-related information collected through the MIS will be reported in internal CDC documents and shared with CCC programs.

**C. Analysis plan**

CDC will not use complex statistical methods for analyzing progress report-related information. All information will be aggregated. Most statistical analyses will be descriptive. Statistical modeling may be included to examine predictors of specified outcomes.

**17. Reason(s) Display of OMB Expiration Date is Inappropriate**

The CCC MIS program will display the OMB Control number and expiration date of the MIS data collection at the bottom of on its Internet home page as seen in the screenshot below.



**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

There are no exceptions to the certification statement.