

## **PART B: COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS**

### **B.1 RESPONDENT UNIVERSE AND SAMPLING METHODS**

No sampling methods will be applied to this data collection program. Variation among states and the need to provide state-level data make sampling an inappropriate approach. The plan is to use a census approach for complete enumeration.

### **B.2 PROCEDURES FOR THE COLLECTION OF INFORMATION**

Not applicable.

### **B.3 METHODS TO MAXIMIZE THE RESPONSE RATES AND TO DEAL WITH NONRESPONSE**

Per consultation with 5 APS State Directors, email invitations to complete the survey will be sent to APS State Directors of all 50 States. The email will include: 1) background of study, 2) invitation and link to the survey, 3) and contact information for questions and assistance on completing the survey. To ensure completion, the APS Director will decide and distribute the survey to the appropriate staff to complete. If there are questions, the study team will follow up with states no more than 24 hours to confirmation receipt of email and to answer any process questions. Study team members will be available to answer respondents' questions about survey questions or to help resolve technical problems with the online survey throughout the data collection period.

Typically, multiple follow-up email reminders to respondents to encourage them to complete surveys are needed to achieve an adequate response rate.<sup>1</sup> To promote a high response rate, the study team will send 2-3 follow-up email reminders to non-respondents. The first email reminder will be sent one week after the email request to complete the survey. An additional email reminder will be sent a week later. The study team will monitor survey completion throughout the data collection period using the survey software capabilities and will develop a Survey Tracker spreadsheet for recording survey completion, dates of reminders sent, and follow-up telephone calls. A decision to send additional email reminders or to make follow-up phone calls to non-respondents will be made after weekly reviews of response rates.

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<sup>1</sup> Dillman, D., Smyth, JD and LM Christian (2014). *Internet, Mail and Mixed-Method Surveys: The Tailored Design Method* (4<sup>th</sup> Edition). New York: John Wiley and Sons, Inc.

#### **B.4 TEST OF PROCEDURES OR METHODS TO BE UNDERTAKEN**

The study team conducted a pilot of the survey instrument in June 2020. The study team invited 4 APS State Directors to provide feedback on the survey. The study team used the feedback provided by the pilot respondents to modify the survey instrument. Significant changes included having more complete information describing the study and to include a question to describe the structure of APS to address the concern in variation of APS structures (i.e. administered via state, region, county, etc.). The average response time for the survey was estimated to be 20 minutes.

#### **B.5 INDIVIDUALS CONSULTED ON STATISTICAL ASPECTS & INDIVIDUALS COLLECTION AND/OR ANALYZING DATA**

No sampling methods will be applied to this data collection program, and so there will be no consultation on statistical aspects. The following subject-matter experts provided consultation on the survey design and content:

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