# Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 0990-0379)
### FAST TRACK FORM

**TITLE OF INFORMATION COLLECTION:** Office of Population Affairs (OPA) Title X Family Planning Annual Reporting (FPAR) 2.0 Grantee Readiness Survey

**PURPOSE:**

The Office of Population Affairs (OPA) has been developing a standards-based reporting system to collect data at the individual patient level in a standardized format from all Title X-funded service sites. This new data reporting system, Family Planning Annual Report (FPAR) 2.0, will allow OPA to measure key performance metrics related to women's health, family planning, and related preventive service provisions which have not previously been possible. These benefits will be realized through a transition from aggregate-level data collection and reporting (FPAR) to encounter-level data collection and reporting (FPAR 2.0). FPAR 2.0 will greatly improve the quality of data available; relieve the administrative burden on Title X sites and grantees; and increase the usability of data for improved monitoring, support, and quality improvement by grantees and subrecipients. Grantees will be expected to collect encounter-level data from their subrecipients and service sites, and to store, manage, and report that data to OPA.
Attached, you will find a draft of the FPAR 2.0 data elements and response options.

The MayaTech Corporation has been contracted by OPA to conduct a survey of the capacity of grantees and their sub-recipients in preparation for FPAR 2.0. The results will be used to:
- assess the extent to which grantees have the capacity to modify, develop, or outsource the development of an encounter-level data collection and reporting system.
- assess the extent to which sub-recipients in the grantee network have the capacity to collect encounter-level data and report that data to a grantee-managed system.
- assess the scope and timing of a transition from FPAR to FPAR 2.0 for participating grantees.

Additionally, grantee specific data and results from the survey will be shared back with each grantee. The information can be used by grantees to help in their FPAR 2.0 preparations.

**DESCRIPTION OF RESPONDENTS**:

The respondents will be current grantees that receive funding directly from OPA for family planning services authorized and funded under the Title X Family Planning Program. Respondents for this survey are administrative staff within a grantee network, including affiliated subrecipients, for approximately 213 staff within 71 grantee organizations. This survey contains questions for staff familiar with systems within the grantee network used to collect and report data for the grantees' FPAR 1.0 (current version). The first half of the survey will provide OPA with information about grantee readiness to transition to FPAR 2.0. These questions will be

completed by staff within the grant project who has knowledge of the grantee network's readiness to either carry out or oversee the collection, storage, and submission of FPAR 2.0 encounter-level data. Part II (EHR/EMR Review) of this survey will be used to further assess the grantee's subrecipients and aim to provide OPA with an overview of the diversity of EHRs and reporting systems used within each grant project. The EHR/EMR questions will need to be completed for every unique EHR/EMR system or other reporting system being used in the grantee's Title X network.

This survey also contains a link to the planned data elements in the FPAR 2.0 Data Reporting Readiness Document. The survey will be used to assess the grantee network's readiness to either carry out or oversee (through a third-party vendor engaged by the grantee): the collection, storage, and submission of FPAR 2.0 encounter-level data, and the "scrubbing" or "cleaning" of the data to ensure that it is accurate. There will also be a set of questions for organizations to report information about how they currently collect FPAR data at the point of care and the extent to which they will be able to support this project (Part II, the EHR/EMR section of the Survey). These questions are directed to grantees and their networks as some grantees are direct service sites and/or host EHR/EMR for their site and subrecipients. Grantees will submit responses for each unique EHR/EMR utilized within their network to ask about use of the system to report FPAR data; as well as information from those that do not use EHR/EMR to gather information about their future plans.

**TYPE OF COLLECTION:** (Check one)

[ ] Customer Comment Card/Complaint Form    [ ] Customer Satisfaction Survey
[ ] Usability Testing (e.g., Website or Software)    [ ] Small Discussion Group
[ ] Focus Group                                     [x ] Other: Customer Readiness Survey

**CERTIFICATION:**

I certify the following to be true:
1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name:  Jamie Kim

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**
1. Is personally identifiable information (PII) collected?  [ X] Yes  [ ]  No

Respondent name and email (grantee contact) are being collected so that OPA/OPA contractor can follow up if any clarifications are needed. Only authorized contractor research team members and OPA staff will have access to the names and emails of respondents. Names and emails will not be included in any public reporting. Upon completion of the final report to OPA and approval by OPA, the names and emails will be destroyed. The de-identified raw data files will be transmitted to OPA upon approval of the final report.

2. If yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [ X ] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [x] No

**Gifts or Payments:**
Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [x ] No


**BURDEN HOURS**

| Category of Respondent | No. of Respondents | Participation Time (minutes) | Burden (Hours) |
|---|---|---|---|
| Individuals-Private sector-Grantee Admin | 213 | 23 | 82 |


**FEDERAL COST:** The estimated annual cost to the Federal government is $12,223.

For cost calculations, we estimate 20 hours of time for a GS-14. These hours account for OPA staff to create and distribute the surveys, and then collect and review customer feedback. For the contractor, we estimate 83 hours of an intermediate staff member's time to program the surveys and tabulate the results and 5 hours of senior staff time to review the results.

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**
1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
                                        [ x ] Yes        [ ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

**Description of Customer List.** The OPA will provide MayaTech with an email list of the contact persons at each of the 71 Title X grantee sites. MayaTech will send the survey link to every primary contact email (one for each grantee) on the list.

**Sampling Plan.** The universe of potential respondents will include the 71 primary contact persons (one for each grantee) on the customer list provided to MayaTech by OPA. Grantees will forward the embedded survey link for Part II to (on average) two representatives from their subrecipients.

**Administration of the Instrument**
1.  How will you collect the information? (Check all that apply)
    [X] Web-based or other forms of Social Media
    [ ] Telephone
    [ ] In-person
    [ ] Mail
    [ ] Other, Explain

2. Will interviewers or facilitators be used?  [  ] Yes [ X ] No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**

**ATTACHED**

**Attachment A – Script for email transmittal, preamble to survey, and instructions, and Survey**

**Attachment B – Reminder notice**