

# **Preventative Health and Health Services Block Grant**

CSTLTS Information Collection Request

OMB No. 0920-0106

## **Supporting Statement – Section B**

Submitted: 08/14/20

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## **Section 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 five U.S. territories and three freely associated states (*see Attachment B*). 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 Information System (BGIS). On an annual basis, each recipient submits one Work Plan (*see Attachment E*) and one Annual Progress Report (*see Attachment F*), with the option to update their Annual Progress Report at closeout. Information in the Recipient Information module (e.g., user profile, lead health officer information – *see Attachment D*) will be entered and updated accordingly as information changes.

All recipients 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**

Information requested from recipients is in accordance with legislative mandates. The utilization rate is expected to be 100% and e-mail notifications will be automated from BGIS to remind recipients of important upcoming due dates (*see Attachment H – Communication Notifications Log*). The system is designed to be user-friendly, and training sessions and/or self-study materials will be provided to recipients well before the transition from the old system to the new one. On-line instructions for using the system will be available to the user, as will be telephone and email support.

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

To estimate burden hours for the BGIS, a pilot test was conducted with 7 individuals. As the system was not currently developed at the time of pilot testing, a simulated web-based environment, reflecting the items in each module and appropriate skip logic, was created. The time to complete each module was as follows:

<b>Module Name</b>	<b>Number of Questions in Module</b>	<b>Frequency of Use In System</b>	<b>Average Time to Complete</b>	<b>Minimum Time to Complete</b>	<b>Maximum Time to Complete</b>
Recipient Information	39	Completed Annually	00:30:11	00:11:23	01:19:30
Work Plan	179	Completed Annually	05:47:09	02:25:32	09:10:24
Annual Progress Report	40	Completed Annually	06:42:40	04:33:52	10:12:48

For the purposes of estimating burden, the upper time limit estimates for each module were used. These estimates do not include the time it takes recipients to gather required information, so additional time was added to each module. In BGIS, the total estimated burden time to complete the Recipient Information module is 2 hours, 12 hours for the Work Plan and 11 hours to complete the Annual Progress Report, for a total of 25 hours.

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

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

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#### Contractors

Staff from Cherokee Nation Assurance and DRT Strategies, Inc. assist with data collection and ongoing maintenance of BGIS

### **LIST OF ATTACHMENTS**

- Attachment B – List of PHHS Block Grant Recipients**
- Attachment D – Recipient Information Data Collection Instruments**
- Attachment E – Work Plan Data Collection Instruments**
- Attachment F – Annual Progress Report Data Collection Instruments**
- Attachment H – Communication Notifications Log**