

PUBLIC HEALTH ASSOCIATE PROGRAM (PHAP)

Assessment of Quality and Value

CSTLTS Information Collection Request

Supporting Statement – Section B

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Section B – Data Collection Procedures

1. Respondent Universe and Sampling Methods

Data will be collected via two distinct data collection instruments from the following distinct respondent groups:

PHAP Host Site Supervisors: individuals who serve as host site supervisors of associates currently participating in PHAP will be invited to participate. Respondents will be employees of state, tribal, local, territorial, or federal government agencies or non-governmental organizations. Official titles will vary; examples of respondent titles include (but are not limited to): epidemiologist, health department director, TB control program director, quarantine officer, health program director. Up to 400 respondents will be invited to participate each time the survey is deployed (see Attachment D: PHAP Host Site Supervisor Survey Respondent Information).

PHAP Alumni: Each year, the PHAP program enrolls up to 200 associates. Given that the Alumni Survey will be administered at different time periods to different cohorts (1 year, 3 years, and 5 years post-graduation), the maximum number of potential respondents during a given year will not exceed 600 respondents.

The data collection efforts described concern the entire universe of potential respondents for both data collection instruments. As collecting data from the entire population of respondents is feasible, a sampling strategy will not be employed.

2. Procedures for the Collection of Information

Data collection procedures by instrument are described below:

PHAP Host Site Supervisor Survey: The PHAP Host Site Supervisor Survey will be deployed once every two years to all active PHAP Host Site Supervisors. The decision to deploy the survey every two years was purposeful, to align to the cycle of PHAP (a 2 year program) and capture the perspectives of new supervisors as associates rotate in and out of the program. For each deployment of the survey, the following steps will be followed:

- A list of all active PHAP host site supervisors will be obtained via the PHAP program staff (will include name, email address, host site name, host site type).
- The web-based survey (see Attachment F: PHAP Host Site Supervisor Survey Screenshots) will be sent to all active host site supervisors via an email invitation (see Attachment F: PHAP Host Site Supervisor Survey Email Invitation).
- Host Site Supervisors will have 10 business days to respond to the web-based survey.
- Because the survey is anonymous, up to three reminder emails will be sent prior to the survey close date to all respondents encouraging participation (see Attachments G-I: PHAP Host Site Supervisor Survey Reminder Emails).
- The PHAP evaluation team will close the survey no more than 20 business days after initial administration.

PHAP Alumni Survey: Data will be collected through an online data collection instrument distributed to all individuals within the respondent universe at pre-determined data collection administration points: 1 year, 3 years, and 5 years post-graduation for a PHAP cohort. Respondents will include PHAP alumni for whom the PHAP evaluation team has valid, personal email addresses. For each deployment of the survey, the following steps will be followed:

- An introductory email notification (see Attachment J: PHAP Alumni Survey Email Invitation) will be sent to all potential respondents informing them of the planned data collection, announcing the dates the data collection will remain open, and providing a link to the online instrument (see Attachment K: PHAP Alumni Survey Screenshots).
- Respondents will have a period of 20 days to complete the instrument.
- Two reminder emails will be sent to non-responders 1 week following survey distribution and 1 day prior to the closure of the data collection window (Attachments L-M: PHAP Alumni Survey Reminder Emails).
- The PHAP evaluation team will close the survey no more than 20 business days after initial administration.

All identifying information will be kept secure, stored in a password protected file, and will only be accessible by the PHAP evaluation team. Data collected will be downloaded into Microsoft Excel for analysis.

3. Methods to Maximize Response Rates Deal with Nonresponse

Advance notification via the email invitation to the data collection instruments will be utilized to maximize response rates. The email invitation introductions will contain the purpose of the information collections and directions for completing the web-based data collection instruments. The introduction will emphasize the importance of input. The web-based format is expected to increase the response rate because it will ease administration of the assessment. Additionally, reminder emails will be utilized to maximize response rates.

Specifically concerning the PHAP Alumni Survey, prior to associates' departure from PHAP, the PHAP evaluation team will notify associates of plans to contact alumni to track career progression for the purposes of demonstrating evidence of program outcomes. Associates will have the option of providing personal email addresses to the evaluation team for the purpose of follow-up contact. As the respondent pool will consist of those willing to provide personal contact information for the purpose of continued follow-up, it is expected that the respondent pool will be open to responding to the data collection instrument when it is distributed. Given that data will be collected from alumni who are volunteering to complete the PHAP Alumni Assessment, it is reasonable to expect that the response rates will progressively decline as more time passes between when an alumnus graduated from PHAP and when he/she receives the Alumni Survey. That is, it is expected that the response rate for the Alumni Survey administered 1 year post-graduation will be better than the Alumni Assessment administered 3 years post-graduation.

4. Test of Procedures or Methods to be Undertaken

Both instruments were pilot tested and previously deployed:

PHAP Host Site Supervisor Survey: The estimate for burden hours is based previous deployment of the web-based survey. The maximum time for completion, including time for reviewing instructions and completing the survey was 20 minutes; the minimum amount of time was 11 minutes. To generate the estimate for the burden table calculations, the maximum time was used (i.e., 20 minutes).

PHAP Alumni Survey: The estimate for burden hours is based on previous deployment of the web-based survey. In previous survey deployments, the average time to complete the survey, including time for reviewing instructions and completing the survey was approximately 7.5 minutes (range: 6-8 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 8 minutes) is used.

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

The plans for statistical analyses for this assessment were developed by CDC staff in CSTLTS/Office of the Director (OD)/Science Unit. Data collection will be supported by CDC/CSTLTS/OD/Science Unit staff. The following individual supports this effort.

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LIST OF ATTACHMENTS – Section B

Attachment E: PHAP Host Site Supervisor Survey Respondent Information

Attachment F: PHAP Host site Supervisor Survey Screen shots

Attachment G: PHAP Host site Supervisor Survey Invitation Email

Attachment H: PHAP Host Site Supervisor Survey Reminder Email

Attachment I: PHAP Host Site Supervisor Survey Reminder Email 2

Attachment J: PHAP Host Site Supervisor Survey Final Reminder

Attachment K: PHAP Alumni Survey Email Invitation

Attachment L: PHAP Alumni Survey Screen shots

Attachment M: PHAP Alumni Survey Reminder Email

Attachment N: PHAP Alumni Survey Reminder Email 2