

## SUPPORTING STATEMENT - PART A

### Air Force Embedded Provider Semi-Structured Interview Guide – OMB Control Number 0701-XXXX

#### 1. Need for the Information Collection

The information collection requirement is necessary to receive verbal feedback from U.S. Air Force embedded mental healthcare providers (who are contractors) on their experiences providing mental healthcare services to airmen within the unit. These interviews are part of a programmatic improvement study to examine the experiences of embedded mental healthcare providers as well as the airmen that they serve in order to improve delivery of care. The results of this short-term study will be used to shape line and medical leadership strategies geared toward improving embedded mental healthcare capabilities for airmen in tip-of-the-spear communities, as well as readiness and availability of airmen in these environments. The functional authority (over all questions/population surveyed) that authorizes this collection is Col Artemio C. Chapa, AFMRA/SG3.

#### 2. Use of the Information

We will use a purposeful sampling strategy to identify embedded mental healthcare team members and other key stakeholders from various tip-of-the-spear units. We will contact these potential interview subjects by email to participate in a semi-structured interview in-person, over the phone, or video conferencing. Recruitment of other embedded mental healthcare staff and key informants will proceed through an accumulative or “snowball” sampling strategy over the course of the interviews. We plan to recruit up to 30 participants (who are contractors). We expect 15-30 interviews will be sufficient to reach thematic saturation, where little to no new information is uncovered. Before the start of the interview, embedded mental healthcare team members will receive a brief background questionnaire documenting basic professional and demographic variables (e.g., occupation, gender, and length of time at the current unit). All interviews will be one-on-one, semi-structured, and audio-recorded, lasting about 30 minutes. A semi-structured interview guide will be used to ensure that comparable topics are covered across interview sessions.

Audio-recordings of the interviews will be transcribed verbatim for analyses. Qualitative analyses will be conducted using NVivo Version 12 (QSR International Pty Ltd.). We will use thematic content analysis, including the constant comparative method, to identify and tabulate key themes emergent from the data that could inform the format, content, and other resources of various strategies. Our coding approach will be both deductive and inductive. We will develop an initial code list a priori, based on the dimensions of our conceptual framework, which encompasses a range of multilevel factors that may influence the implementation of embedded mental healthcare services in the context of Air Force operational units. We will inductively develop additional codes and analyze the text for themes and patterns. Subsequently, a series of meetings will be held with members of the larger research team to identify further themes. Considering the qualitative data, the study team will compile a preliminary list of potential strategy components, including their format content, and related resources. The results of this short-term study will be used to shape line and medical leadership strategies geared toward

improving embedded mental healthcare capabilities for airmen in tip-of-the-spear communities, as well as readiness and availability of airmen in these environments.

3. Use of Information Technology

Qualitative analyses will be conducted using NVivo Version 12 (QSR International Pty Ltd.).

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Volunteer participants will participate in a one-time semi-structured interview. If these interviews were not conducted, there would be insufficient data to provide in the Final Report to USAFSAM leadership who funded this effort.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on (Wednesday, December, 22, 2020). The 60-Day FRN citation is (volume number) FRN (Page number).

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Wednesday, April 21, 2021. The 30-Day FRN citation is 86 FR 20666 FRN 20666-20667.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Data files will be retained and disposed of according to the guidelines set by the U.S. Air Force Institutional Review Board.

11. Sensitive Questions  
No questions considered sensitive are being asked in this collection.
12. Respondent Burden and its Labor Costs

#### Part A: ESTIMATION OF RESPONDENT BURDEN

- 1) Collection Instrument(s)  
[Air Force Embedded Provider Semi-Structured Interview Guide]
  - a) Number of Respondents: 30
  - b) Number of Responses Per Respondent: 1
  - c) Number of Total Annual Responses: 30
  - d) Response Time: 30 minutes
  - e) Respondent Burden Hours: 15 hours
- 2) Total Submission Burden (Summation or average based on collection)
  - a) Total Number of Respondents: 30
  - b) Total Number of Annual Responses: 30
  - c) Total Respondent Burden Hours: 15 hours

#### Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)  
[Air Force Embedded Provider Semi-Structured Interview Guide]
  - a) Number of Total Annual Responses: 30
  - b) Response Time: 30 minutes
  - c) Respondent Hourly Wage: \$40
  - d) Labor Burden per Response: \$20
  - e) Total Labor Burden: \$600
- 2) Overall Labor Burden
  - a) Total Number of Annual Responses: 30
  - b) Total Labor Burden: \$600

The source for wage information came from a director of embedded mental healthcare teams.

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instrument(s)

[Air Force Embedded Provider Semi-Structured Interview Guide]

- a) Number of Total Annual Responses: 30
- b) Processing Time per Response: 1 hours
- c) Hourly Wage of Worker(s) Processing Responses : \$55
- d) Cost to Process Each Response: \$55
- e) Total Cost to Process Responses: \$1,650

2) Overall Labor Burden to the Federal Government

- a) Total Number of Annual Responses: 30
- b) Total Labor Burden: \$1,650

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories

- a) Equipment: \$0
- b) Printing: \$0
- c) Postage: \$0
- d) Software Purchases: \$0
- e) Licensing Costs: \$0
- f) Other: \$0

2) Total Operational and Maintenance Cost: (P: Add a) through f) in this section) \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: \$1,650

2) Total Operational and Maintenance Costs: \$0

3) Total Cost to the Federal Government: \$1,650

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

16. Publication of Results

Key findings from the study will be presented for publication to a peer-reviewed journal. Data will be presented in aggregate. The results will be published to aid other organizations/leadership with embedded care teams. The research team will pursue publication after data collection and analysis, which will likely be 6+ months after this approval is obtained.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.