

# Evaluation Reporting Template for National and State Tobacco Control Program

## Supporting Statement B

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### ATTACHMENTS

- 1a. Public Health Service Act [42 U.S.C. 241]
- 1b. Comprehensive Smoking Education Act
- 1c. Comprehensive Smokeless Tobacco Health Education Act
2. Instrument: Evaluation Reporting Template
3. Federal Register Notice
4. Human Subjects Research Determination

## **B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS**

### ***B1. Respondent Universe and Sampling Methods***

Respondents are 53 recipients funded under the cooperative agreement DP20-2001, National and State Tobacco Control Program, receiving funding from CDC. Recipients consist of state health departments in all 50 states, the District of Columbia, Puerto Rico, and Guam and are funded to implement evidence-based strategies and activities to reduce tobacco use, secondhand smoke exposure, and tobacco-related disparities.

Since the respondents will be all recipients of funding through the National and State Tobacco Control Program, no statistical sampling method to determine respondents will be used. We expect a 100% response rate.

### ***B2. Procedures for the Collection of Information***

Information will be collected from funding recipients on an annual basis. One tool, an Excel template, has been developed to collect this information: the form titled “Evaluation Reporting Template for National and State Tobacco Control Program” (Attachment 2). Recipients will submit their completed Evaluation Reporting Template to a secure web-based Awards Management Platform (AMP), on an annual basis. Instructions and training will be provided to users for completing the templates.

Upon receipt of information from each recipient, OSH staff or the CDC contractor will enter the data received from the template into an Access database for data synthesis and analysis purposes. The Access database will only be available to authorized CDC program staff and contractors. Responses will be stored on secure network servers subject to the agency’s computer security measures. Designated CDC staff, including members of the Evaluation Team in the OSH Epidemiology Branch, will have the capacity to query the database to extract individual or aggregate recipient-related data. CDC staff will generate reports that summarize all data received on an annual basis.

### ***B3. Methods to Maximize Response Rates and Deal with No Response***

All recipients are required to provide responses per the terms of the cooperative agreement such that we expect a 100% response rate. Members

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of the Office on Smoking and Health’s Evaluation Team in the Epidemiology Branch or contractors will provide grantees with technical assistance to complete the template as needed.

**B4. Tests of Procedures or Methods to be Undertaken**

CDC developed the data collection instruments using input from internal and external consultants to improve clarity and validity, and pilot tested them with a sample of five individuals. Members of the Evaluation Team in the OSH Epidemiology Branch will monitor the use of the template on an annual basis, noting any frequently asked questions or common data input issues and assessing whether adjustments may be needed.

A descriptive and qualitative analysis of data collected through the template will be completed at the end of each year. Qualitative analyses may include thematic analyses of the narrative data collected through the template to identify common themes, challenges, contextual factors, promising practices, and unintended consequences. Quantitative analyses will consist of descriptive statistics including measures of distribution, central tendency, and variance, for example, counts, means, medians, modes, standard deviation, and range.

**B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

The individuals responsible for design and management of the data collection system include:

<b>Name</b>	<b>Contact Info</b>	<b>Organization</b>	<b>Role</b>
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## **REFERENCES**

1. Bureau of Labor Statistics, (2020, 03/31/2021). "Occupational Employment and Wages, May 2020." Retrieved 01/21/2022, from <https://www.bls.gov/oes/current/oes191041.htm#nat>.
2. U.S. Office of Personnel Management, (2022). "Salary Table 2022-ATL." ATL.pdf. Retrieved 01/21/2022, from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/ATL.pdf>.