

# Supporting Statement A

## DoNation General Workplace Campaign for Organ Donation's Activity Scorecard

OMB Control No.

**Terms of Clearance:** None

### A. Justification

#### 1. Circumstances Making the Collection of Information Necessary

The Health Resources and Services Administration (HRSA), Health Systems Bureau, Division of Transplantation (DoT) administers the Hospital Campaign for Organ Donation under the authority of Section 377A(a) of the Public Health Service (PHS) Act. As part of its responsibility to conduct public education and outreach to increase the number of registered organ donors, HRSA launched the Workplace Partnership for Life Hospital Campaign in 2011, with a challenge to hospitals nationwide to conduct donor education and donor registry enrollment events in their facilities and communities. The purpose of the 'DoNation' General Workplace Campaign is to encourage other non-medical U.S. companies to conduct activities to increase organ donor registration. These workplaces' support of organ donation is vital to HRSA's efforts to increase donor registrations, as expanding the program outside of medical settings will broaden the pool of potential registered organ, eye, and tissue donors.

#### 2. Purpose and Use of Information Collection

The overall purpose of collecting this information is to incentivize and reward company, workplace, and Organ Procurement Organization (OPO) participation in the campaign, and to enable HRSA to obtain outcome data. Because participating in this campaign is voluntary, it is essential for HRSA to implement a methodology to engage workplaces, make participation as easy as possible, and recognize workplaces for their efforts and accomplishments. HRSA, together with its donation community partners, developed the Activity Scorecard for the Hospital Campaign that provides suggested outreach activities for hospitals to implement and a way to gather points for achieving recognition. The 'DoNation' General Workplace Campaign Activity Scorecard will motivate workplaces in a similar fashion.

Without the Activity Scorecard, HRSA would not be able to recognize workplaces for their extra efforts in planning donor registration activities and registering new organ, eye, and tissue donors.

#### Use of Improved Information Technology and Burden Reduction

This form will be an online form housed on [organdonor.gov](http://organdonor.gov) and will allow participants to track their activities online throughout the campaign.

### **Efforts to Identify Duplication and Use of Similar Information**

HRSA is not aware of any other entity that collects this type of information from workplaces nationally or any other entity that recognizes workplaces nationally for their efforts to educate the public about the need for organ, eye, and tissue donors outside of the Hospital Campaign and its derivatives.

### **3. Impact on Small Businesses or Other Small Entities**

The creation of this scorecard does not have any direct effect on the business dealings of small businesses. However, as the 'DoNation' General Workplace Campaign targets general workplaces, small businesses may be encouraged to join the campaign.

### **4. Consequences of Collecting the Information Less Frequently**

HRSA will collect information throughout the campaign year, and participants can be formally recognized on an annual basis. Recognition on a less frequent basis would likely not have the same motivational potential.

### **5. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

This request fully complies with the regulations outlined in 5 CFR 1320.5.

### **6. Comments in Response to the *Federal Register* Notice/Outside Consultation**

#### **Section 8A:**

The 60-day *Federal Register* publication date is 9/7/2021. (87 FR 50138). No public comments received in response to this notice.

#### **Section 8B:**

Members of the campaign's Planning Committee were consulted regularly during the development of the scorecard and approved the proposed activities.

### **Explanation of any Payment/Gift to Respondents**

There will be no monetary payment to participants. Those who participate will be recognized by HRSA and the campaign's national partners through publicity, including the announcement of their achievement on the HRSA Workplace Partners website and electronic and print communications distributed by national organizations. In addition, HRSA will provide OPOs with a certificate for each workplace that earns an identified recognition level. OPOs will choose when and how to present these certificates to the workplaces.

### **7. Assurance of Confidentiality Provided to Respondents**

The collection of the scorecard is for public recognition of the company or workplace efforts by HRSA and national organizations. People will respond to the form because they wish to receive recognition. A contact name and email are requested for both the workplace and the affiliated OPO or Donate Life America. These names will not be publicized.

### 8. Justification for Sensitive Questions

There are no sensitive questions included in the form.

### 9. Estimate of Annualized Hour and Cost Burden

#### Section 12A: Estimated Annualized Burden Hours

Based on data and planning from the initial stages of the Hospital Campaign and the Hospital Campaign scorecard process, the total number of completed forms is estimated to be around 150 for the first year and take an average of 15 minutes to complete. Therefore 150 respondents multiplied by .25 of an hour would equal a total of 37.5 hours. The average burden hour was estimated based on the Hospital Campaign's sample of eight potential respondents. These individuals were asked to time how long it took them to complete the form.

Type of Respondent	Form Name	No. of Respondents	No. Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours
OPO representatives, workplace leadership/staff (human resources, PR /communications representatives)	'DoNation' General Workplace Campaign Activity Scorecard	1,400	1	.25	350
<b>Total</b>		1,400	1	.25	350

#### Section 12B: Estimated Annualized Burden Costs

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Human Resources Manager	25	\$64.70	\$1,617.50

Public Relations and Fundraising Managers	100	\$65.18	\$6,518
OPO Representatives	225	\$36	\$8,100
Total	350		\$16,235.50

**13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs**

N/A

**14. Annualized Cost to Federal Government**

- The hours for analyzing and compiling the information in the online database and for creating the recognition lists are approximated at 160 hours and \$20,160 (using the government contractor hourly average of \$126).
- The estimated annualized for government personnel cost per year is \$4,150.22 (1.5 percent FTE @ \$141,555 = \$2,123.00 and 2.0 percent FTE @ \$101,361.00 = \$2,027.22 per year).
- The total estimated total cost annually is \$24,310.22.

**15. Explanation for Program Changes or Adjustments**

N/A

**16. Plans for Tabulation, Publication, and Project Time Schedule**

For three years, beginning in 2022, DoT will ask workplaces to record their activities from October 1 through September 30. Workplaces can submit scorecards throughout the year and receive recognition immediately, but HRSA will still have a formal recognition process at the end of the campaign to announce and recognize all participants.

17. HRSA’s contractor will compile the information and develop a list of workplaces and OPOs that will be recognized by several national organizations supporting the campaign. For example, OPOs will be recognized at the annual meeting of their national association (the Association of Organ Procurement Organizations), and HRSA will recognize workplace awardees with certificates. HRSA will email certificates to OPOs, and they will print and present them to recognized workplaces in their service area. HRSA will also post OPO and workplace awardees on [organdonor.gov](http://organdonor.gov). Other recognition activities are likely to take place. For example, some workplaces will likely post information on their websites and communication channels. **Reason(s) Display of OMB Expiration Date is Inappropriate**

N/A

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

There are no exceptions to the certification.