Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 0920-1071)

TITLE OF INFORMATION COLLECTION:
Project Firstline Training Completion on CDCs TRAIN/TCEO Systems

PURPOSE:
Through partnership between Project Firstline and CDC's Education & Training Services Branch (ETSB), Project Firstline videos are available for both formal training for continuing education (CE) credit and informal viewing (not for CE). Anyone viewing these videos are provided an opportunity to complete a post-training evaluation survey, but only those pursuing CEs are required to complete a survey. Those obtaining CEs are also offered an opportunity to complete a follow-up survey 3 weeks after receipt of CEs, but this is also voluntary.

TCEO currently administers a standard 21 question post-training survey as a required step for receiving CE credit as well as a 6-question follow-up survey to all CE recipients 3 weeks after receiving CE credit. The TCEO surveys are currently approved under OMB Control Number 0920-0017. In 2020 (under the COVID-19 Public Health Emergency Waiver), Project Firstline added five brief questions to TCEO's standard post-training survey (see Attachment A – Questions 22-26) and three brief questions to TCEO's standard 3-Week Follow-up survey instruments (see Attachment B – Questions 1-3 on page 2). Note that questions 12-15 and 26 in Attachment A as well as the last question in Attachment C will be tailored to the learning objectives or topics for each course. We've included placeholders where we will ask about specific learning objectives. Attachment D has a list of the possible learning objectives. Only those viewing Project Firstline videos on TRAIN and those seeking CE credit through TCEO see the add-on questions. Non-Project Firstline trainings are only asked the standard 21 question post-training and 6 question follow-up questions in surveys.

Those who view the Project Firstline videos informally (not for CE credit) are provided an opportunity to complete a post-survey that consists of the same 5 add-on questions used in the TCEO survey described in paragraph above (see Attachment C). TCEO's standard 21-question survey or the 3-week follow-up survey is ***not*** administered to those who informally view the videos; the evaluation for this group is only the 5 add-on post-survey questions and participation is not required to view the videos.

The purpose of the add-on questions is to understand who attended the training (professional role/setting, geographic location), whether they found the information to be of value, whether their understanding of the topic improved, how trainees have used what they learned from the training, and if they have pursued additional information about infection control. This information will be used by the program to identify areas for improvement, such as modifying training content or informing subsequent Project Firstline activities, to better provide infection control training to frontline healthcare personnel.

The data is captured on CDC TRAIN and TCEO systems. ESTB staff provide CE participant data to Project Firstline staff each month (through a routine data request); TRAIN data, for informal viewing of the videos, is manually downloaded from CDC TRAIN system by Project Firstline staff.

DESCRIPTION OF RESPONDENTS:
Project Firstline videos are available to the public free of charge through CDC TRAIN. In order to view the videos, participants must establish an account and profile with CDC TRAIN. The vast majority of participants are healthcare nurses (primarily nurses and public health professionals), but anyone can watch the training videos.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form
[ ] Usability Testing (e.g., Website or Software
[ ] Focus Group
[ ] Customer Satisfaction Survey
[ ] Small Discussion Group
[**X**] Other:__Online Training Evaluation _

CERTIFICATION:

I certify the following to be true:
1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: _______Kia Padgett______________________

To assist review, please provide answers to the following question:

Personally Identifiable Information:
1. Is personally identifiable information (PII) collected? [ ] Yes [**X**] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [**X**] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [ ] No **N/A**

Gifts or Payments:
Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [**X**] No

BURDEN HOURS

Type of Collection	No. of Respondents	Average Burden per Response (in hours)	Total Burden Hours
TCEO PFL Post Training Evaluation Survey	3,000	10/60	500 hours (annually)
TCEO PFL 3-Week Follow-up Survey	300	3/60	15 hours (annually)
TRAIN Post Training Evaluation Survey	25,000	3/60	1,250 hours (annually)
Totals	**28,300**		**1,765 hours (annually)**

FEDERAL COST: The estimated annual cost to the Federal government is **$6,342**.
The startup of this data collection (in Spring 2021) occurred under the public health emergency waiver, and there were minimal startup costs since Project Firstline was collaborated with CDC's Education and Training Services Branch and used the existing CDC TRAIN and TECO systems to capture data. The estimated annual costs to continue this data collection (from this point forward) are $6,342 annually. This includes:

- Time spent for one Epidemiologist[1] to download, clean, and analyze data collected.
- Time spent for one Epidemiologist to upload data into dashboard used for monitoring and reporting purposes.

Information Collection	Activity	Average Hours (annually)	Average Hourly Rate	Total Cost
TCEO Data (CE participant data)	Data pull conducted by ETSB staff	12	$37.75	$453.00
	Data cleaning, quality check, and analysis by PFL staff	36	$37.75	$1,359.00
	Upload of data to dashboards and time spent monitoring/reporting	36	$37.75	$1,359.00
TRAIN Data (informal view data)	Data pull conducted by PFL staff	12	$37.75	$453.00
	Data cleaning, quality check, and analysis by PFL staff	36	$37.75	$1,359.00
	Upload of data to dashboards and time spent monitoring/reporting	36	$37.75	$1,359.00
Total	**All activities combined…**	**168**	**$37.75**	**$6,342.00**

[1] Bureau of Labor Statistics, Retrieved November 17, 2023 from https://www.bls.gov/ooh/life-physical-and-social-science/epidemiologists.htm.

<u>If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:</u>

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
   [ ] Yes [**X**] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
   [**X**] Web-based or other forms of Social Media
   [ ] Telephone
   [ ] In-person
   [ ] Mail
   [ ] Other, Explain

2. Will interviewers or facilitators be used? [ ] Yes [**X**] No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g., Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:
Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households;(2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected.
No. of Respondents: Provide an estimate of the Number of respondents.
Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)
Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Please make sure that all instruments, instructions, and scripts are submitted with the request.