

SUPPORTING STATEMENT PART B
FOR PAPERWORK REDUCTION ACT SUBMISSION

B. Collection of Information Employing Statistical Methods

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 7 of the IC Data Part 1 is checked “Yes,” the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe the potential respondent universe (including a numerical estimate) and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, state and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

The potential respondent universe consists of 5,916 postsecondary institutions, which includes 3,931 degree-granting institutions and 1,985 non-degree-granting institutions (NCES, 2022). The entire respondent universe is being used due to the purpose of the information collection: to create a directory of information from each institution. Use of a sampling procedure would compromise this purpose. No sampling methods are being used. Previous response rate was approximately 30%, but the implementation of strategic follow up practices is expected to increase the response rate to 75 – 80% (e.g., reminder e-mails to respondents, outreach through posted mail and e-mail.)

2. Describe the procedures for the collection of information, including:
 - Statistical methodology for stratification and sample selection.
 - Estimation procedure.
 - Degree of accuracy needed for the purpose described in the justification.
 - Unusual problems requiring specialized sampling procedures, and
 - Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

All potential respondents will be contacted. No sampling procedures will be used. Data collection will be annual.

3. Describe methods to maximize response and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield “reliable” data that can be generalized to the universe studied.

Before the 2019 version of the survey went to institutions of higher education (IHEs), the NCCSD collected contact information for all degree-granting IHEs, using publicly available online information. Therefore, the CEDAR Database already has disability services contact information for all degree-granting IHEs, whether or not all IHEs responded to the original survey or have updated their information since then. The NCCSD is currently collecting preliminary contact information for all non-degree-granting IHEs, in order to invite them to complete the survey. If IHEs do not respond to the survey, the CEDAR Database will still have a disability services contact for database users. In the event this information is incorrect or not up-to-date, the database also has general contact information and URLs for every IHE (downloaded from College Navigator), to assist students as needed.

To ensure the best response rate, participants will:

- Receive a notification email informing them that the NCCSD will be sending out a survey within the next week, with no URLs in the body of the email. This will prevent the emails from being filtered and sent to “Junk Mail” folders and will help IHEs watch for the email with the survey link, in case it is still sent to Junk Mail.
- One week later, receive a survey email with the survey link.
- One week after the survey email, receive a letter requesting their response to the survey, with the link in the text; this will reach IHEs if the NCCSD has an incorrect email address or if the IHE respondent was unable to respond to the email for any reason.
- Four weeks after the survey email, receive a reminder email.
- Six weeks after the survey email, receive a postcard reminder and a final email.
- Eight weeks after the survey email, the database survey will close. The NCCSD will continue to accept responses, however, until the latest possible date (even if this is after the time the survey response period closes). The University of Massachusetts-Boston’s Institute for Community Inclusion (UMass-Boston ICI) will determine the absolute cut-off date, in consultation with NCCSD staff.

UMass-Boston ICI developed all online data collection tools, methods for survey distribution, and the CEDAR Database itself. All data collected is in a secure online database. The survey is distributed to IHEs using Qualtrics. All data is collected in a secure online database that was created using software purchased from Intuit QuickBase (quickbase.intuit.com). All data entry, tracking, and retrieval is electronic. A web-based data collection system was determined to be the best approach for several reasons:

1. Given the longitudinal nature of the project, a web-based information system reduces burden by allowing IHEs to review the previous year's information easily.
2. A web-based system increases accuracy, with IHEs entering data that does not need to be modified or re-entered in any way.

3. The system provides a secure mechanism for transmittal of data.
4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

The information collection tool, including data elements and format, was designed with input from experts with experience in national online database development. The Center collected survey feedback from a variety of disability service professionals who reflect those who will be completing the data collection form. The online data collection system was piloted with 9 disability service professionals prior to launching the information collection process. Every third time the survey is distributed, the Center plans to review the survey with a sample of researchers in database and survey methodology, as well as representatives from the disability services field and management positions overseeing disability services provision.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other persons who will actually collect and/or analyze the information for the agency.

There are no statistical aspects of the design; data is entered and uploaded directly.

The Lead PI and co-Director for the NCCSD is Dr. Brian Aberly (612-625-5592). The main contact and person coordinating the CEDAR Database project at the National Center is Dr. Wendy Harbour, co-PI and co-Director of the NCCSD (704-947-7779). The information collection process and database design are led by Dr. John Butterworth, Senior Research Fellow of the Institute for Community Inclusion at the University of Massachusetts, Boston (617-287-4357) under a contractual agreement with the National Center.

Work Cited:

National Center for Education Statistics. (2022). *Educational institutions. FAST FACTS.*
<https://nces.ed.gov/fastfacts/display.asp?id=1122>