

Supporting Statement B

**Voluntary Partner Surveys to Implement
Executive Order 14058 in the
Health Resources and Services Administration
OMB Control No. 0915-0212 - Revision**

Note: HRSA requests a change in the OMB control number to 0906-XXXX, since 0915 is a prefix for HSA (the old name for HRSA).

B. Statistical Methods

1. Potential Respondent Universe and Sampling Methods

The respondent universe will be separately identified for each information collection falling under this umbrella generic clearance. Developmental activities, such as focus groups, will be designed to assure inclusion of an appropriate range of partners; quantitative activities will be carried out using sampling procedures developed to be properly representative of the universe. In some cases, all partners in a particular category will be surveyed; for example, a survey of grantees to determine satisfaction with technical assistance activities is likely to include all grantees that were offered or received the assistance. Similarly, all trainees in a given program may be asked to complete an evaluation form.

Surveys will be designed to minimize burden on respondents while obtaining essential information. The expectation is that information collection instruments will require no more than 15 minutes response time, on average. Focus groups will generally last for one hour (plus travel time).

In virtually all instances, there will be existing lists of "partners" readily available for sampling. For example, names and contact information of grantees are available from the grants office. Appropriate probability sampling techniques will be used to select samples. Methods for specific collections will be included in the information collection request submitted to OMB.

2. Information Collection Procedures

All data collection will be conducted in a manner that is consistent with the following principles:

- Appropriate sample sizes will be determined for each activity where sampling is utilized to assure that burden is minimized while reliable estimates are produced.
- Participation will be fully voluntary, and non-participation will have no impact on eligibility for or receipt of future services. If necessary, steps will be taken to ensure

unbiased completion of questionnaires by use of third-party distribution and receipt by a party not directly involved in provision of the service being assessed.

- Information to be collected will be limited to that needed to assess partner satisfaction. Repeated implementation of quantitative surveys will be at an interval appropriate to measure the impact of changes and to monitor ongoing levels of satisfaction.
- Efforts will be made to obtain the highest possible response rates, given the voluntary nature of the data collection efforts. To the extent feasible, efforts will be made to assess non-response bias.

Collection procedures for specific collections will be included in the information collection request submitted to OMB.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Consistent with sound survey methodology, the design of each survey will include approaches to maximize response rates, while retaining the voluntary nature of the effort. For online surveys, for example, this is expected to include an e-mail follow-up. Methods to maximize response rates, including any standardized e-mail follow-up language, will be included in the information collection request submitted to OMB.

4. Tests of Procedures or Methods to be Undertaken

HRSA anticipates that most surveys will begin with focus groups or similar efforts to identify the views and concerns of the surveyed people. More formal pilot tests will be carried out at a level and in a manner consistent with the specific survey. All surveys are expected to include pilot tests with a small number of partners, with online or telephone debriefing of pilot test respondents, as needed, to clarify responses. Any pilot testing will be of nine or fewer entities as to not violate PRA requirements. Tests of procedures for specific collections will be included in the information collection request submitted to OMB.

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

HRSA will obtain input from its statisticians in the development, design, conduct and analysis of each instrument and the delivering of it that falls under this umbrella generic clearance program. If needed, HRSA will arrange for technical assistance in statistics and survey design through the National Center for Health Statistics.

Requests for the specific collections falling under this umbrella generic clearance will be developed by experts in the different HRSA programs and submitted to the HRSA PRA Team for review and approval.