

The Division of Workforce Development (DWD) Fellowship Alumni Assessment

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Revision

Supporting Statement – Section B

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Table of Contents

Section B – Data Collection Procedures..... 3

- 1. Respondent Universe and Sampling Methods.....3
- 2. Procedures for the Collection of Information.....3
- 3. Methods to Maximize Response Rates Deal with Nonresponse.....3
- 4. Test of Procedures or Methods to be Undertaken.....4
- 5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data.....4

LIST OF ATTACHMENTS – Section B..... 6

Section B – Data Collection Procedures

1. Respondent Universe and Sampling Methods

Respondents will be alumni of DWD training and fellowship programs. There will be no sampling methods employed. Each program team will make every effort to invite all alumni from the entire population of alumni eligible to receive the survey at that time point.

2. Procedures for the Collection of Information

Data will be collected through web-based surveys. Programs will deploy surveys at pre-determined data collection administration points: 1 year, 3 years, and 5 years post-graduation for each fellowships' graduated cohorts. For each deployment of the survey, the following steps will be followed:

- An introductory email notification (see Attachments E-1, F-1, G-1, H-1, I-1, J-1, K-1, and L-1: Alumni Survey Email Invitations) will be sent to all potential respondents informing them of the planned data collection, announcing the dates the data collection will remain open, and providing a link to the online instrument (see Attachment D: Sample Survey Screenshots).
- Respondents will have a period of 20 days to complete the instrument.
- Two reminder emails will be sent to non-responders one week following survey distribution and one day prior to the closure of the data collection window (Attachments E-2, F-2, G-2, H-2, I-2, K-2, and L-2: Alumni Survey Reminder Emails).
- The DWD evaluation teams for each program will close the surveys at the conclusion of the administration period.

All identifying information will be kept secure, stored in a password protected file, and will only be accessible by the individual programs' evaluation teams. Data collected will be downloaded into Microsoft Excel or a comparable tool for analysis.

3. Methods to Maximize Response Rates Deal with Nonresponse

Advance notification via the email invitation to the data collection instruments will be utilized to maximize response rates. The email invitation introductions will contain the purpose of the information collections and directions for completing the web-based surveys. The introduction will emphasize the importance of input. The web-based format is expected to increase the response rate because it will ease administration of the assessment. Additionally, reminder emails will be utilized to maximize response rates.

Prior to fellows' departure from their individual fellowship programs, program evaluators will notify graduating fellows of plans to contact alumni to track career progression for the purposes of demonstrating evidence of program outcomes. Fellows will have the option of providing a valid, reliable email addresses to the evaluation teams for the purpose of follow-up contact. As the respondent pool will consist of those willing to provide personal contact information for the purpose of continued follow-up, it is expected that the respondent pool will be open to responding to the data collection instrument when it is distributed. Given that data will be collected from alumni who are volunteering to complete the DWD alumni surveys, it is reasonable to expect that

the response rates will progressively decline as more time passes between when an alumnus graduated from the DWD training or fellowship program and when he/she receives the alumni survey. That is, it is expected that the response rate for the alumni survey administered one-year post-graduation will be better than the alumni survey administered three- years post-graduation.

4. Test of Procedures or Methods to be Undertaken

Based on prior success implementing PHAP alumni surveys, DWD will adopt the same, deploying surveys one-, three-, and five-years post-fellowship for each graduating cohort.

For EFP, FLIGHT, PE, PHIFP, and PHAP, the estimate for burden hours is based on previous deployment of the PHAP alumni web-based survey, expanded for these additional DWD career fellowship programs. In previous survey deployments, the average time to complete the survey, including time for reviewing instructions and completing the survey was approximately 7.5 minutes (range: 6-8 minutes). For the purposes of estimating burden hours, the upper limit of this range (8 minutes) is used.

For EEP, EIS, LLS, and SAF, the estimate for burden hours is based on program pilot testing. The average expected time to complete the survey, including time for reviewing instructions and completing the survey, was approximately 20 minutes based on pilot testing conducted in Fall 2023 with less than nine federal public health employees. The additional burden time for these surveys is due to additional programmatic survey questions.

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

The plans for statistical analyses for these assessments were developed by CDC staff in DWD/ Office of the Director (OD)/ Science Office, DWD/ Epidemiology and Laboratory Workforce Branch (ELWB), and DWD/ Public Health Workforce Branch (PHWB). Data collection will be supported by CDC/DWD staff in the Science Office, ELWB, and PHWB. The following individual supports this effort. It is expected that two staff from the listing below will support the administration/deployment of a programmatic alumni survey. In other words, not every individual below will be involved in every alumni survey.

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LIST OF ATTACHMENTS

Attachment A: Public Health Service Act

Attachment B: Federal Register Notice
Attachment B-1: Published Federal Register Notice
Attachment B-2: Public Comments

Attachment C: DWD Standard Alumni Survey Questions

Attachment D: Alumni Survey Screen Shots (example)

Attachment E: EEP Alumni Survey
Attachment E-1: EEP Alumni Survey Initial Invitation Email
Attachment E-2: EEP Alumni Survey Invitation Reminder Email

Attachment F: EFP Alumni Survey
Attachment F-1: EFP Alumni Survey Initial Invitation Email
Attachment F-2: EFP Alumni Survey Invitation Reminder Email

Attachment G: EIS/LLS Alumni Survey
Attachment G-1: EIS/LLS Alumni Survey Initial Invitation Email
Attachment G-2: EIS/LLS Alumni Survey Invitation Reminder Email

Attachment H: FLIGHT Alumni Survey
Attachment H-1: FLIGHT Alumni Survey Initial Invitation Email
Attachment H-2: FLIGHT Alumni Survey Invitation Reminder Email

Attachment I: PE Alumni Survey
Attachment I-1: PE Alumni Survey Initial Invitation Email
Attachment I-2: PE Alumni Survey Invitation Reminder Email

Attachment J: PHIPF Alumni Survey
Attachment J-1: PHIPF Alumni Survey Initial Invitation Email
Attachment J-2: PHIPF Alumni Survey Invitation Reminder Email

Attachment K: PHAP Alumni Survey
Attachment K-1: PHAP Alumni Survey Initial Invitation Email
Attachment K-2: PHAP Alumni Survey Invitation Reminder Email

Attachment L: SAF Alumni Survey
Attachment L-1: SAF Alumni Survey Initial Invitation Email
Attachment L-2: SAF Alumni Survey Invitation Reminder Email

Attachment M: The Privacy Act Checklist
Attachment N: Acronyms