# Supporting Statement B

# Stakeholder Gatherings for Health Resources and Services Administration (HRSA)

# OMB Control No. 0906-XXXX– NEW

## 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. In most cases, all gathering attendees will be offered the opportunity to complete the instrument. For example, a survey of attendees of a gathering to determine satisfaction with a gathering is likely to include all attendees. This is because the purpose of this collection is to collect information from all attendees, as opposed to a subset of them.

Information collections will be designed to minimize burden on respondents while obtaining essential information. The expectation is that information collection instruments will require no more than 30 minutes response time, on average. Focus groups will generally last for no longer than three hours.

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 appropriate 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 administer the gathering and gauge attendee knowledge and satisfaction with the gathering. Repeated implementation of surveys will be at an interval appropriate to measure the impact of changes and to monitor ongoing levels of satisfaction or knowledge.

- 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. 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

Pilot testing may be used for some focus groups, tests of knowledge, and attendee satisfaction surveys. 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.