

OT21-2103 Success Stories

(2024-2026)

PHIC Generic Data collection Request

OMB No. 0920-0879

Supporting Statement – Section B

Submitted: 04/15/2024

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Table of Contents

Table of Contents..... 2

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..... 4

4. Test of Procedures or Methods to be Undertaken..... 4

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

LIST OF ATTACHMENTS – Section B..... 5

Section B – Data collection Procedures

1. Respondent Universe and Sampling Methods

The respondent universe includes OT21-2103 grant recipients (108 state, local, territorial and freely associated state health departments). They will be invited in an email from the Grant mailbox to submit success stories through use of a REDCap form (see **Attachment E—OT21-2103 Success Stories Email Announcement & Invitation**).

The success story form (see **Attachment B—OT21-2103 Success Stories Form- REDCap** and **Attachment C—OT21-2103 Success Stories Form- Word**) is an optional capacity building tool that allows respondents to share how they are leveraging the grant resources to address COVID-19 related health disparities and advance health equity by expanding state, local, US territorial, and freely associated state health department capacity and services. All grant recipients will be invited to participate in this voluntary effort.

The form was launched in 2023 for one year of data collection (2023-2024) and CDC requests OMB approval to keep the form open for two additional years (2-24-2026, through the expiration date of the generic, 8/31/2026). Respondents can submit more than one story. Respondents may submit at different times because they are in different places in their readiness, capacity building, and implementation. Leaving the form open through August 2026 will enable them to respond when the timing is appropriate for them to submit complete and meaningful information.

Grant recipient points of contact will be encouraged to share the OT21-2103 success story opportunity with their staff, subcontractors, partners, and consultants. These delegates may be tasked to support success story efforts by the grant recipients due to their contractual agreements or formalized partnerships.

2. Procedures for the Collection of Information

Data will be collected via a REDCap form (see **Attachment B—OT21-2103 Success Stories Form- REDCap** and **Attachment C—OT21-2103 Success Stories Form- Word**) and respondents will be recruited through a notification (see **Attachment E—OT21-2103 Success Stories Email Announcement & Invitation**) to the respondent universe. The notification email will explain:

- The purpose of the data collection, and why their participation is important
- Instructions for participating
- Method to safeguard their responses
- That participation is voluntary
- The expected time to complete the instrument
- Contact information for the project team

A standard reminder message (see **Attachment F—OT21-2103 Success Stories Reminder Message**) will be sent to respondents during routine grant announcements (e.g., quarterly reporting instructions, technical assistance bulletin) that are disseminated to all grant recipients.

Success stories will be collected and maintained through REDCap. For success stories collection, respondents will not need to enter any log-in or need special permissions. Respondents will only have access to their stories and will have the option to share a unique URL of the draft success story with chosen collaborators and reviewers.

CDC OT21-2103 grants administration and program staff will have access to the stories submitted by respondents. Consultant leads with Slalom, Inc. developed the REDCap form; they will maintain the form, support tracking notifications to program staff, and the review and analysis of success stories. When a respondent submits a success story, program leadership will receive an automated email notification letting them know that the success story is ready for review. Simultaneously, a folder will be created in the OT21-2103 SharePoint page including all the attachments and content that respondents have submitted. The CDC OT21-2103 Team will facilitate a review process for success stories. A thematic analysis will be completed through a qualitative review of the success stories. Results of the qualitative analysis will be publicly available through a Power BI dashboard posted on a CDC website.

Storage of information will be in the REDCap OT21-2103 Success Story Project and the OT21-2103 SharePoint site. Both systems have access restricted to authorized Slalom consultants and internal CDC team members.

3. Methods to Maximize Response Rates Deal with Nonresponse

Although participation in the data collection is voluntary, the project team will make every effort to maximize the rate of response. The data collection instrument was designed with particular focus on streamlining questions to minimize response burden.

Following the distribution of the invitation to participate in the data collection, (**see Attachment E—OT21-2103 Success Stories Email Announcement & Invitation**) respondents will have until August 2026 to complete the instrument. Respondents may submit at different times because they are in different places in their readiness, capacity building, and implementation. Leaving the form open through the period of the no-cost extension will enable recipients to respond when the timing is appropriate for them to submit complete and meaningful information. A guidance document to aid in completing the form will be sent with the initial invitation to participate (**See Attachment D— OT21-2103 Success Stories Guidance Document**). A standard reminder message (**see Attachment F—OT21-2103 Success Stories Reminder Message**) will be sent to respondents during routine grant announcements (e.g., quarterly reporting instructions, technical assistance bulletin) urging them to complete the instrument.

4. Test of Procedures or Methods to be Undertaken

The estimate for burden hours is based on a pilot test of the data collection instrument by 2 public health professionals. In the pilot test, the average time to complete the instrument including time for reviewing instructions, gathering needed information and completing the instrument, was approximately 370 minutes (range: 140 to 600 minutes). For the purposes of estimating burden hours, the average (i.e., 370 minutes) is used.

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

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LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

- B. **Attachment B**— OT21-2103 Success Stories Form- REDCap
- C. **Attachment C**— OT21-2103 Success Stories Form- Word
- D. **Attachment D**— OT21-2103 Success Stories Guidance Document
- E. **Attachment E**— OT21-2103 Success Stories Email Announcement & Invitation
- F. **Attachment F**— OT21-2103 Success Stories Reminder Message