

Assessing Funded Overdose Data to Action (OD2A) Grantee Implementation and Impacts of Stop Overdose Campaigns

STLT Generic Information Collection Request
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Supporting Statement – Section B

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Program Official/Project Officer

Jasmine Kenney, MPH
Health Communication Specialist
Division of Overdose Prevention (DOP)
National Center for Injury Prevention and Control (NCIPC)
Centers for Disease Control and Prevention (CDC)
4770 Buford Hwy NE, MS S106
Atlanta, Georgia 30341
Phone: 404-639-0826
Email: hbu2@cdc.gov

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Section B – Data Collection Procedures

1. Respondent Universe and Sampling Methods

The primary audience is all current Overdose Data to Action (OD2A) grantees at the time of data collection. No sampling will be used; instead, all 90 Centers for Disease Control and Prevention (CDC)-funded OD2A grantees will be asked to complete the survey. All participants will come from CDC’s National Center for Injury Prevention and Control’s (NCIPC) 90 OD2A grantee list. Participants will be instructed to designate one person to complete the survey on behalf of the organization. The invitation will include a link to the survey and the designated respondent may get input from other colleagues.

The respondent type will be a staff member of the state or local OD2A grantee who is involved in their implementation of the OD2A program activities, specifically communication, education, and campaign-related activities. The email recipient will be asked to forward the email to an alternate contact to complete the survey, if needed (e.g., if the original recipient does not feel qualified to answer the questions). The OD2A grantee may request that a delegate complete the survey, such as a contractor, who may be conducting communication services on behalf of the State, Tribal, Local, and Territorial (STLT) health department. For example, many health departments use outside vendors or contractors to conduct marketing or communication activities.

2. Procedures for the Collection of Information

Data will be collected via an online survey (see **Attachment 1—Survey Instrument** and **Attachment 2—Programmed Survey**) and respondents will be recruited through a notification (see **Attachment 3—Recruitment Email**) to the respondent universe (see **Attachment 6—Respondent Universe**) via email. 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; and
- Contact information for the project team.

The email will include a survey link, where each participant will submit responses. The survey will be fielded for up to 4 weeks to ensure grantees have sufficient time to respond. Participants will receive up to one reminder email each week (i.e., up to four emails in total) (see **Attachment 4—Reminder Email** and **Attachment 5—Final Reminder Email**).

Survey invites will be sent to up to 90 CDC-funded OD2A grantees with jobs titles such as program director, program manager, communication manager, public health educator, grant coordinator, and outreach worker/manager. Email recipients may select an alternative point of contact to complete the survey, if appropriate. Those who do not submit responses by the time the fielding window closes will be considered non-responders.

After the raw survey data are downloaded from the Voxco platform, the project team will use Stata statistical software for data processing and cleaning. Each variable will be clearly named and labeled, and each will be properly identified by type (e.g., Likert-type variables designated as interval variables). Any personally identifiable information (PII) provided by respondents will be removed. The data set cleaning procedures will include independent review of data set creation to ensure accuracy. The data will be password protected and stored in a secure environment maintained by the contractor.

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 a particular focus on streamlining questions to allow for skipping questions based on responses to previous questions, thereby minimizing response burden.

Following the distribution of the invitation to participate in the data collection, (**Attachment 3—Recruitment Email**), respondents will have up to 20 business days to complete the instrument. Those who do not respond within 5 business days will receive an email reminder (see **Attachment 4—Reminder Email**) urging them to complete the instrument, which will be repeated on a weekly basis. Those who do not respond within 5 business days from the last reminder email (see **Attachment 5—Final Reminder Email**) will be considered non-responders.

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 three 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 20 minutes (range: 10 to 25 minutes). For the purposes of estimating burden hours, the upper limit of this range (i.e., 25 minutes) is used.

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

Everett Long, PhD
Principal Scientist
Fors Marsh

LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

- A. Attachment 1—Survey Instrument**
- B. Attachment 2—Programmed Survey**
- C. Attachment 3—Recruitment Email**
- D. Attachment 4—Reminder Email**
- E. Attachment 5—Final Reminder Email**
- F. Attachment 6—Respondent Universe**
- G. Attachment 7—STARS Project Determination**
- H. Attachment 8—Privacy Act Statement**