**Supporting Statement B**

**for paperwork reduction act submission**

**Indian Affairs Public Health Needs Assessment**

**OMB Control Number 1076-2000**

**Collections of Information Employing Statistical Methods**

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When the question “Does this ICR contain surveys, censuses, or employ statistical methods?” is checked "Yes," the following documentation should be included in Supporting Statement B to the extent that it applies to the methods proposed:

**1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

The universe for this collection include tribal employees working in Indian Affairs contract programs under Public Law 93-638 and grant programs under Public Law 100-297. These individuals are not federal employees, but often work in federal buildings and/or for federally funded programs. This includes 130 Bureau of Indian Education (BIE)-funded Tribally Controlled Schools (TCS) and 64 Bureau of Indian Affairs (BIA)-funded detention centers.

The expected response rate is 10%, based on a similar 2021 survey which was limited to federal employees. That survey had 746 respondents, which is approximately 10% of Indian Affairs’ 7K+ employees.

**Respondent universe and expected sample size**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sample** | **Respondent Universe** | **Response rate** | **Expected number of responses** |
| **Public Health Needs Assessment** | 10,000 | 10% | 1,000 |

**2. Describe the procedures for the collection of information including:**

 **\* Statistical methodology for stratification and sample selection,**

 **\* Estimation procedure,**

 **\* Degree of accuracy needed for the purpose described in the justification,**

 **\* Unusual problems requiring specialized sampling procedures, and**

 **\* Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

Each data point collected represents one employee. No statistical analysis beyond collecting summaries, counts and averages using Microsoft Excel. The purpose is to identify the most-reported public health topics of concern. Data points are used to tailor outreach, training and assessment efforts (for example, topics to be covered in a monthly training series available to IA employees and stakeholders).

We account for the low response rate by reporting the top three topics of concern in each category (as opposed to just the most reported one), as well as by repeating this survey effort on a routine basis, aiming for every two years.

**3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

We partner with managers (e.g., superintendents, principals, education program administrators, special agents-in charge, supervisory corrections specialists) who oversee these programs to help reinforce the survey’s importance and relevance. We disseminate the survey through multiple avenues, including:

* All hands emails and/or newsletters
* Briefings with senior leaders from the four components of Indian Affairs: AS-IA, BIA, BIE and BTFA
* Communication with Regional/District staff
* Mentioning the survey during educational training sessions
* Regular meetings/phone calls with partners

While the open-ended comment questions are optional, the survey cannot eb submitted without responses to the questions on topics of concern and needed support activities. This ensures the tabulation of data reflects the correct number of respondents. In addition, we are striving to address topics of concern raised in the 2021 survey through training sessions and educational materials available to partners. We hope this demonstrates commitment to address the survey responses, which in turn increases participation in future surveys.

**4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

This information collection effort does not include testing.

**5. Provide the names and telephone numbers of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

 As the survey does not include any statistical analysis upfront (e.g., selecting a random sample) or after data collection (aside from minimal Excel tabulation functions), no statistical experts were consulted. The submitters did consult with the IA Division of Safety and Risk Management (Paul Holley, 505-250-6951) and DOI Office of Occupational Safety and Health (Michael Quinn, 303-236-7110) regarding the content of the questions. This consultation occurred in 2021 before the initial survey (with the same questions) was issued to federal IA employees.

 The Indian Affairs Office of Facilities, Property, and Safety Management Public Health Team collect the data.

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