

Generic Clearance for CDC/ATSDR
Formative Research and Tool Development

Supporting Statement B

Adoption Accelerator: Social Network Analysis (Formative Research)

June XX, 2024

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B. Collections of Information Employing Statistical Methods

B1. Respondent Universe and Sampling Methods

The respondent universe is comprised of sheriffs who are members of select (n=3) state sheriffs' associations. The information collection efforts described concern the entire universe of potential respondents (see Table 1). As collecting information from the entire population of respondents is feasible, a sampling strategy will not be employed.

Table 1. Potential Respondent Universe

State Sheriff Association Members	Potential Respondent	N
Sheriff members	Sheriff members of select (n=3) state sheriffs' associations	300
Total Universe of Potential Respondents		300

B2. Procedures for the Collection of Information

Information will be collected through a Sheriffs' Advice-Seeking Survey (**Attachment A**). First, the Sheriffs' Advice-Seeking Survey will be distributed to all sheriffs who are members of the state sheriff associations in three select states. We anticipate only one response per sheriff. An introductory email announcement (**Attachment B**) will be sent by the state sheriffs' associations to all their sheriff members informing them of the planned information collection, announcing the dates the Sheriffs' Advice-Seeking Survey will open, and promoting study participation. The week following the announcement, a recruitment email will be sent to the members by the state sheriffs' associations providing relevant web-links to the Sheriffs' Advice-Seeking Survey (**Attachment C**). Respondents will have a period of 15 business days to complete the Sheriffs' Advice-Seeking Survey. We estimate the time burden to be no more than 7 minutes per recipient for the Sheriffs' Advice-Seeking Survey. A reminder email that notes the deadline for responding will be sent by the state sheriffs' association to sheriff members that don't respond in the week before the end of the 15 business days given to complete the Sheriffs' Advice-Seeking Survey (**Attachment D**). Non-responders will receive a second email reminder from the state sheriffs' associations one day before the end of the 15 business days given (**Attachment E**). We will work with the Sheriffs' Associations to implement further follow-up (either by phone or mail) to ensure sufficient survey participation (**Attachments F, G**). (Attachment A: Survey Instrument; Attachment B: Announcement Email; Attachment C: Survey Link Email; Attachment D: Email Reminder 1; and Attachment E: Email Reminder 2; Attachment F: Telephone Reminder; Attachment G: Mailed Reminder).

3. Methods to Maximize Response Rates and Deal with No Response

We will employ several strategies to maximize response rates, including keeping the Sheriffs' Advice-Seeking Survey short and simple to minimize respondent burden. All participants will receive an announcement email sent by the state sheriff associations, a recruitment email with a hyperlink to the

Sheriffs' Advice-Seeking Survey, and two reminders as well as the option to complete the survey via mail or by phone. Strategies that will be used to enhance the response likelihood include the following:

- Using the state sheriffs' associations with stature to communicate the importance of the Sheriffs' Advice-Seeking Survey to their sheriff members.
- Disseminating information about the Sheriffs' Advice-Seeking Survey and its benefits through the association listservs.
- E-mail requests will be individualized by respondent name.
- The request will include friendly and inviting language and include an estimate of the short time (7 minutes) required to complete the Sheriffs' Advice-Seeking Survey.
- These e-mail requests will convey the potential value of results to respondents and will indicate that the individual participants' responses will not be identified to any state agency or any other entity.
- Web-based survey respondents will be provided with a "resume" capability that allows them to break off the session mid-survey and then return to the Sheriffs' Advice-Seeking Survey at a later time to complete it without losing previously entered data.
- Two reminder email notices will be sent to non-responders beginning a week before the deadline for the Sheriffs' Advice-Seeking Survey completion and will include a hyperlink to the online Sheriffs' Advice-Seeking Survey. Based on the process recommended by the Sheriffs' Associations, respondents will also receive a telephone reminder to complete the Sheriffs' Advice-Seeking Survey and/or will be offered the opportunity to complete the survey over the phone or by registered mail. Sheriffs who prefer mail will receive a paper copy of the Sheriffs' Advice-Seeking Survey with return postage.

4. Test of Procedures or Methods to Be Undertaken

Once the Sheriffs' Advice-Seeking Survey was programmed into the online survey platform (Qualtrics), the contractor conducted multiple rounds of quality assurance checks to ensure functionality in the online environment. CDC requested the state sheriffs' associations to review and approve the Sheriffs' Advice-Seeking Survey questionnaire in the online environment through a pilot test. The contractor conducted short cognitive interviews with state sheriffs' association partners who pilot tested the Sheriffs' Advice-Seeking Survey to ask for their feedback on the length, clarity, and relevance of the survey items.

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

The organization responsible for study design and data collection activities is ICF under a subcontract with Tanaq, contracted by CDC. Several individuals at CDC and an outside consultant on a CDC IPA, led by Rebecca Glover-Kudon, PhD, MSPH also participated in conceptualizing the design, methods and instrument. ICF will primarily be responsible for data analysis.

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