

Evaluating the Impact of Training and Technical Assistance (TTA) Programs for NCCCP Effort

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Supporting Statement B

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ATTACHMENTS

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3b	Evaluation Matrix for DP23-0017
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- 5h Web-Based Survey Informed Consent
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- 6 Human subjects document: non-research determination

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

B1. Respondent Universe and Sampling Methods

The assessment of the DP23-0017 cooperative agreement will involve two complementary efforts: 1) focus groups with a subset of National Comprehensive Cancer Control Program (NCCCP) recipients who participated in Training and Technical Assistance (TTA), conducted annually and 2) a web survey administered biennially with two individuals from each NCCCP recipient (one Program Coordinators and one NCCCP staff member, partner, or coalition member).

Purposeful, or purposive, sampling will be used to identify recipients to send nomination forms to and focus group participants. This sampling method intentionally selects participants based on specific characteristics or criteria. In this case, sampling criteria are focused on diversity of geographic region and recipient type (i.e. states, Pacific Island jurisdictions, tribal organizations).

Focus Groups

The respondent universe for the focus groups is comprised of individuals affiliated with NCCCP recipients who were the intended consumers of TTA from the DP23-0017 TTA providers. Members of the evaluation team contracted by CDC (ICF) will conduct three focus groups annually with up to five NCCCP recipient staff members, partners, and coalition members, per focus group, who received TTA. The evaluation team will work with NCCCP recipient Program Directors to nominate staff, partners, and coalition members based on their role in the planning, implementation, and evaluation of CCC activities, so that their responses will provide meaningful contributions to the evaluation questions.

Web-based Survey

The web-based survey will be administered twice during the three-year period. The respondent universe for the web-based survey per collection is 132 including NCCCP Program Coordinators (66 total) and one individual affiliated with each NCCCP recipient (66 total), which could include staff or partners involved with CCC planning, program implementation, and evaluation, as well as coalition members. NCCCP recipient Program Directors will identify who should complete the

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biennially administered survey for their organization and possible alternates when completing the nomination form. The evaluation team will invite the nominated individuals to complete the web-based survey. The sample will include up to two respondents from each NCCCP recipient organization each year.

B2. Procedures for the Collection of Information

The evaluation contractor (ICF) will manage the information collection process on CDC's behalf.

Focus Groups

The focus groups will be conducted annually and in a given year, no more than two individuals from one NCCCP recipient will be asked to participate in the focus groups. In addition, the NCCCP recipient, as an organization, will not be asked to participate more than two times over the collection period. Focus group participants may include NCCCP recipient staff members, partners, and coalition members involved with the implementation of their CCC plans and who received TTA. Participants will be chosen from the list of contacts provided by the Program Directors who complete the nomination form (Att. 4e-4f), prioritizing diversity of geographic region and recipient type (i.e. states, Pacific Island jurisdictions, tribal organizations). Federal employees will be ineligible to participate. The focus groups will include no more than five participants and provide qualitative information about how the TTA activities 1) enhance NCCCP recipients' capacity to implement their jurisdictional comprehensive control plans, 2) achieve their short-term outcomes, and 3) enhance reach. In addition, the focus groups will provide insight into the challenges and barriers recipients identified related to accessing TTA and their TTA needs (Att. 4n).

All focus groups will be conducted virtually via MS Teams or Zoom.

Upon OMB approval, the evaluation team will initiate recruitment. To reduce burden on the recipients, the focus group introductory communications will be combined with information about the web-based surveys in the two years that both data collection activities will be conducted. As a first step, the CDC team will

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send an Introductory Email to the NCCCP points of contact, usually the Program Director, to inform them of, and request their participation in, the evaluation and to introduce them to the evaluation contractor (Att. 4a-4b). Within a few days, the evaluation contractor will send an Introductory Email to each NCCCP recipient's Program Director to provide them with information about the focus group (Att. 4c-4d). Attached to the Introductory Email will be a Nomination Form for the recipient program director or manager to identify/nominate staff and partners who participated in TTA activities during the respective program year, and up to two alternates (Att. 4e-4f). If needed, a Nomination Reminder Email will be sent (Att. 4g-4h).

The evaluation team will then send an Invitation Email with information about the focus groups and scheduling process; and a Scheduling Form to a subset of nominees to assess their availability (Att. 4i-4j). Upon scheduling, the participants will receive a Confirmation Email and Calendar Invitation (Att. 4k-4l). Attached to the Confirmation Email will be a copy of the Informed Consent Statement (Attachment 4m). If nominees decline or do not respond, the evaluation team will invite nominated alternates as needed until there are a minimum of three individuals confirmed for each focus group.

All focus groups will be conducted virtually via MS Teams or Zoom. Two ICF project team members will lead each focus group, one as the moderator and the other as the primary note-taker. Each moderator and note taker will be trained on the focus group protocol and will review pertinent program materials prior to facilitating each focus group, including the TTA Program and NCCCP logic models. At the start of each focus group, the moderator will read the Informed Consent Statement and request verbal consent prior to the start of each discussion (Att. 4m). Following the completion of a focus group, the evaluation team will send each participant a Thank You Email (Att. 4o). Information gathered through the focus groups will be used to describe how recipients used the TTA in which they participated and how the TTA enhanced their capacity to implement their comprehensive cancer control (CCC) plans. The focus groups will also explore factors influencing their

participation in and/or satisfaction with the TTA provided and identify gaps in the TTA offerings.

Each focus group will be recorded for transcription and analysis. Focus group notes will serve as a back up to recorded group discussion.

Web-based Survey

The web-based survey will be administered twice during the study period. At each administration, the evaluation team will invite two individuals from each NCCCP recipient, who participated in TTA, to complete the survey. Survey respondents, including a Program Coordinator from each NCCCP recipient and one staff member, partner, or coalition member involved with the planning, implementation, or evaluation of their CCC plan, will be identified by the NCCCP Program Director when completing the focus group and web survey nomination form (Att. 4f). The nomination form will also capture up to two alternate respondents. The survey will assess the amount, types, and topics of TTA in which the NCCCP recipients participated; their perceptions of the relevance and usefulness of the TTA topics, TTA modalities (e.g., webinars, briefs, communities of practice), and frequency; satisfaction with the quality of TTA activities; and the extent to which participation in TTA activities helped to build their capacity to implement their CCC plans, enhance reach, and achieve their short-term outcomes (Att. 5f-5g).

The evaluation team will administer the survey via REDCap. One month prior to the launch of the survey, the evaluation team will send the nominated respondents a Pre-Notification Email to inform them of the upcoming survey (Att. 5a). The evaluation contractor will send the nominated web-based survey participants an Invitation Email that will include a unique link to the survey (Att. 5b). The Informed Consent Statement will be included on the cover page of the survey instrument prior to the instrument questions (Att. 5h). NCCCP program directors will receive multiple communications to ensure an appropriate response rate. After one, two, and three weeks of sending the invitation, the evaluation contractor will send Reminder Emails to respondents who have not submitted their completed survey

(Att. 5c-5e). Within 1 week of the survey closing, the evaluation contractor will send a Thank You Email to participants who submit a completed survey (Att. 5i).

Information will be collected, stored, and maintained by the evaluation contractor and protected under data privacy policies. Both quantitative and qualitative analyses will be performed. Quantitative analyses will involve using descriptive statistics to determine frequency distributions and corresponding variances for responses to each web-based survey question. Data management and analysis will be conducted using statistical software. Qualitative thematic analyses will be conducted for the focus group data and open-ended survey questions. Analysis will focus on describing: (1) the nature of the TTA received through the DP23-0017 TTA Program and the extent to which the program was able to achieve planned short-term outcomes; and (2) identify the extent to which DP23-0017 TTA efforts contributed to NCCCP funded programs' achievement in program outcomes.

Collectively, the information collection will be used to answer the following key evaluation questions:

1. To what extent have the funded DP23-0017 recipients increased networking, partnerships, and coordination with one another and other TTA providers?
2. To what extent did TTA activities implemented by the DP23-0017 TTA providers reach DP22-2202 recipients and cancer coalitions?
3. What is the impact of TTA provided by the DP23-0017 program recipients on state, tribal, territorial, community, and local jurisdictions?

B3. Methods to Maximize Response Rates and Deal with No Response

Several rounds of communications and reminders will be used in an effort to maximize the response rate. Focus groups will be conducted with staff from NCCCP organizations that participated in TTA from DP23-0017 TTA providers. To maximize the response rate, three communications will be sent to each NCCCP Program Director to provide information about the focus groups and confirm their interest and willingness to participate including two introductory emails, one from CDC introducing the ICF and another from ICF providing information on the forthcoming data collections and how to nominate focus group participants and

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alternates. Finally a reminder email will be sent to Program Directors asking them to identify a possible focus group participant and alternates. (Att. 4a-4h). If an individual declines or is unable to participate, ICF will contact the nominated alternates.

Administration of the web-based survey will also include multiple communications and reminders to maximize the response rate. After receiving nominations from the Program Directors, a Pre-Notification Email will be sent to inform the nominated respondent of the upcoming survey one month prior to the survey launch date (Att. 5a), followed by an Invitation Email that will include a unique link to the survey (Att. 5b) and let respondents know the survey is open for completion. After one, two, and three weeks of sending the invitation email, including each unique survey link, a Reminder Emails will be sent to respondents who have not submitted their completed survey (Att. 5c-5e). As with the focus groups, if an individual declines or does not respond, an invitation will be sent to an alternate nominee.

B4. Tests of Procedures or Methods to be Undertaken

CDC staff and contractors, who comprise the study team, were involved in the development, review, and approval of data collection instruments and other supporting documents. The web-based survey was adapted from a previous evaluation that received OMB approval (OMB No. 0920-1193). The focus group guide questions were developed to gather information not easily captured through the survey, such as the ways in which TTA influenced their capacity to implement CCC plans. The questions in the focus group guide and survey were reviewed by subject matter experts to examine the clarity of questions being asked and potential modifications to the phrasing or ordering of questions that could improve the quality of data collected and response rates.

B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

CDC provides overall direction for all data collection planning and implementation activities, including overseeing the data collection protocol and data reporting. The evaluation contractor, ICF, will recruit and collect all data for all data collection activities described. ICF will also analyze and report assessment results. The principal contacts for each organization are below in Table B5.

Table B5. Principle Contact for Data Collection Activities

Name	Contact Info	Organization	Role
Angela Moore, DrPH, MPH	Phone: 770-488-3094 Email: armoore@cdc.gov	CDC	Evaluator; Contract Office Representative
Floyd Trey Bonner, MPH	Phone: 404-488-2799 Email: kfz5@cdc.gov	CDC	Public Health Advisor; Technical Monitor
Amea Bhalakia, MPH	Phone: 404-592-2182 Email: amea.bhalakia@icfi.com	ICF	Senior Project Manager
Gary Chovnick, DrPH, MPH	Phone: 206-801-2814 Email: gary.chovnick@icf.com	ICF	Focus Group Lead
Keirsten Andersen, MPH	Phone: 202-862-1278 Email: keirsten.andersen@icf.com	ICF	Web-based Survey Lead