

Survey of Health Official Perceptions and Use of the CDC Prevention Status Report (PSR Survey)

OSTLTS Generic Information Collection Request
OMB No. 0920-0879

Supporting Statement – Section B

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Section B – Data Collection Procedures

Note: Statistical methods will not be used to select respondents. Section B describes data collection procedures.

1. Respondent Universe and Sampling Methods

The respondent population consists of the state health department in all 50 states and the District of Columbia health department. Eligible representatives include the State Health Official or Senior Deputy Health Official for state health departments and the Director or Senior Deputy Director for the District of Columbia health department. All 51 potential respondents in the potential respondent universe will be surveyed. Due to the significant contextual differences between states and the limited size of the potential respondent universe, it is preferable to survey the entire universe. This is the first time this data collection has been performed, so there are no data on response rate from a previous data collection. We anticipate a response rate of 85% or higher in this data collection.

Table B-1: Potential Respondent Universe

Entity	Potential Respondent	N
health department	Health Official or Senior Deputy Health Official	51
Total Universe of Potential Respondents		51

2. Procedures for the Collection of Information

Data will be collected through a one-time web-based survey administered to the entire potential respondent universe. Eligible respondents include the State Health Official or Senior Deputy Health Official in all 50 states and their correlates in the District of Columbia (N=51). Only one survey response per state/district will be allowed. An advance email notification (**see Attachment E – Advance Survey Notification Email**) will be sent to all Health Officials informing them of the planned survey and announcing the dates the survey will be administered. A second email will be sent including a link to the online survey along with additional information and survey instructions (**see Attachment F – Survey Notification Email**). The survey will remain open for 20 business days to allow ample time for respondents to complete the survey. Respondents have to complete the survey in a single session. Reminders will be emailed on day 10 and day 15 of the survey. Reminder phone calls will begin on day 18. Reminders will only be used for non-respondents (**see Attachment G – Reminders: Email and Telephone**).

The survey will be administered one time as an evaluation of the PSR. Data will be collected and stored in survey software maintained by the OSTLTS Office of Communication as respondents submit their completed surveys. Data will be transferred to Excel for conducting basic descriptive analyses and producing data charts and tables for reporting.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Advance notification and reminder emails will be utilized to maximize response rates. The notification and emails will be sent by the Director of OSTLTS to the potential respondents. The Director of OSTLTS, or designee, will also make personal phone calls to non-respondents to encourage participation.

The purpose of this survey is to obtain feedback on the quality of the PSR and the degree to which the Health Officials found it useful. Recommendations for improvement will also be obtained. Higher response rates will yield more reliable information; however, no scientific inferences will be made.

4. Test of Procedures or Methods to be Undertaken

The web-based version of the questionnaire was pilot tested by three CDC public health professionals. Feedback from this group was used to refine questions as needed, ensure accurate programming and skip patterns and establish the estimated time required to complete the survey.

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

The data collection was designed by project lead who will also collect and analyze the data. Statistical consultation will be provided by Branch Health Scientist.

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LIST OF ATTACHMENTS – Section B

Note: Attachments are included as separate files as instructed.

- E. Advance Survey Notification Email**
- F. Survey Notification Email**
- G. Reminders (Email and Telephone)**