

Supporting Statement A

Title of the Data Collection

OMB Control No. 0906-XXXX

Terms of Clearance: None

A. Justification

1. Circumstances Making the Collection of Information Necessary

The Health Resources and Services Administration (HRSA), Federal Office of Rural Health Policy (FORHP) is requesting OMB approval to collect information on grantee activities and on new performance measures electronically through the HRSA Electronic Handbook (EHB). The EHB is a web-based portal that grantees use to submit information to HRSA. The Rural Network Allied Health Training Program Performance Measures form is a tool that will allow FORHP to measure the impact of the grant funding.

It should be noted that in its authorizing language (SEC. 711. [42 U.S.C. 912]), Congress charged FORHP with “administering grants, cooperative agreements, and contracts to provide technical assistance and other activities as necessary to support activities related to improving health care in rural areas.” FORHP’s mission is to sustain and improve access to quality health care services for rural communities.

This activity will collect information for the FY16 Rural Network Allied Health Training Program. The Rural Network Allied Health Training Program is funded under Section 330A (f) of the Public Health Service (PHS) Act (42 U.S.C. 254c(e)) to support the development of formal, mature rural health networks that focus on activities that achieve efficiencies, expand access to, coordinate and improve the quality of essential health care services, and strengthen the rural health care system as a whole. This purpose will be achieved through the recruitment, clinical training, and retention of allied health professionals.

2. Purpose and Use of Information Collection

FORHP will collect data for the FY16 Rural Network Allied Health Training program annually. The purpose of this data collection is to provide HRSA with information on how well each grantee is improving access to quality health care services in rural communities. These measures cover the principal topic areas of interest to the FORHP including: (a) access to care, (b) population demographics, (c) staffing, (d) consortium/network, (e) sustainability, and (f) project specific domains. Several measures will be used for the Rural Network Allied Health Training Program. All measures will speak to FORHP's progress toward meeting the goals set.

This assessment will provide useful information on the Rural Network Allied Health Training Program and will enable HRSA to assess the success of the grant funding. It will also ensure that funded organizations have demonstrated adequate outreach and service delivery activities in their communities and those federal funds are being effectively used to support and sustain health care services.

The type of information requested in the Rural Network Allied Health Training Program enables FORHP to assess the following characteristics:

- The number of individuals benefitting from the services provided by the grantees,
- The impact the project has on local workforce development, and
- The degree of sustainability by each grantee.

The HRSA EHB is capable of identifying and responding to the needs of the grantees that receive the Rural Network Allied Health Training Program funding. The EHB:

- Provides uniformly defined data for major FORHP grant programs.
- Facilitates the electronic transmission of data by the grantees, through use of standard formats and definitions.

3. Use of Improved Information Technology and Burden Reduction

This activity is fully electronic. Data will be collected through and maintained in a database in the HRSA EHB. The EHB is a website that the Rural Network Allied Health Training Program grantees will use to submit their data for this funding. Grantees can email or call EHB staff for help with the website. As this database is fully electronic, burden is reduced for the grantee and program staff. The time burden is minimal, since there is no data entry element for program staff due to the electronic transmission from grantee systems to EHB; additionally, there is less chance of error in translating data and analysis of the data.

4. Efforts to Identify Duplication and Use of Similar Information

There is no other data source available that tracks the characteristics of rural entities that are doing outreach and service delivery activities.

5. Impact on Small Businesses or Other Small Entities

Every effort has been made to ensure the data requested is data that is currently being collected by the projects or can be easily incorporated into normal project procedures. Data being requested by projects is useful in determining whether grantee goals and objectives are being met. The data collection activities will not have a significant impact on small entities.

6. Consequences of Collecting the Information Less Frequently

Respondents will respond to this data collection annually during their three-year budget period. This information is needed by the program, FORHP, and HRSA in order to measure effective use of grant dollars to report on progress toward strategic goals and objectives. There are no legal obstacles to reduce the burden.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This project is consistent with the guidelines in 5 CFR 1320.5.

8. Comments in Response to the Federal Register Notice/Outside Consultation

Section 8A:

A 60-day Federal Register Notice was published in the Federal Register on November 25, 2015 (80 Fed. Reg. 227). There were no public comments.

Section 8B:

In order to create a final set of performance measures that are useful for the Rural Network Allied Health Training Program grantees, a set of measures were vetted to all grantee organizations in February 2015. The following grantees were consulted:

Kristen Christy, Network Executive Director
Union County Network
Clayton, NM 88415
(575) 779-7746
kchristy@ucnetwork.us

Cindy Large, Network Director

IRWIN, Indiana Rural Health Association
Linton, IN
(812) 236-3059
clarge@indianarha.org

Chase Allen, Project Analyst
Affiliated Service Providers of Indiana Inc. (ASPIN)
Warsaw, IN
(317) 471-1890
callen@aspin.org

Benjamin Rackley, Executive Director
The Tuskegee Area Health Education Center, Inc.
Tuskegee, AL
(334) 727-0550 ext. 3586
bprack@bellsouth.net

9. Explanation of any Payment/Gift to Respondents

Respondents will not receive any payments or gifts.

10. Assurance of Confidentiality Provided to Respondents

The data system does not involve the reporting of information about identifiable individuals; therefore, the Privacy Act is not applicable to this activity. The proposed performance measures will be used only in aggregate data form for program activities.

11. Justification for Sensitive Questions

There are no sensitive questions.

12. Estimates of Annualized Hour and Cost Burden

12A. Estimated Annualized Burden Hours

Type of Respondent	Form Name	Number of Respondents	Number Responses per Respondent	Total Responses	Average Burden per Response (in hours)	Total Burden Hours
Rural Network Allied Health Training Program Grantee	Rural Network Allied Health Training Program Performance Measures	10	1	10	6.55	65.5
Total		10		10		65.5

These estimates were determined by consultations with four (4) current grantees from the program. These grantees were sent a draft of the questions that pertain to their program. They were asked to estimate how much time it would take to answer the questions.

It should also be noted that the burden is expected to vary across the grantees. This variation is tied primarily to the type of program activities specific to the grantee's project and their current data collection system

12B.

Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. This is the cost for respondents' time. The Department of Labor website can be used to determine appropriate wage rates for respondents (<http://www.bls.gov/bls/blswage.htm>).

Estimated Annualized Burden Costs

Type of Respondent	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Project Director	65.5	\$52.99	\$3,470.85
Total	65.5	\$52.99	\$3,470.85

Source of hourly wage rate: <http://www.bls.gov/oes/current/oes119199.htm>

13. Estimates of other Total Annual Cost Burden to Respondents or Recordkeepers/Capital Costs

Other than their time, there is no cost to respondents.

14. Annualized Cost to Federal Government

Staff at FORHP monitor the contracts and provide guidance to grantee project staff at a cost of \$3,800.88 per year (72 hours per year at \$52.79 per hour at a GS-13, Step 4 salary level). The total annualized cost to the government for this project is \$38,000.88.

15. Explanation for Program Changes or Adjustments

This is a new information collection.

16. Plans for Tabulation, Publication, and Project Time Schedule

There are no plans to publish the data. The data may be used on an aggregate program level to document the impact and success of program. This information might be used in the FORHP Annual Report produced internally for the agency.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

The expiration date will be displayed.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification.