

# Attachment I. Step-by-Step How to Use the Generic Clearance for CASPER

## Step-by-Step How to Use the Generic Clearance for Community Assessment for Public Health Emergency Response (CASPER) Data Collections

To conduct a CASPER, follow these steps:

1. When a State, Tribal, Local, or Territorial (STLT) or international health authority requests a CASPER, review the CASPER Data Collections Generic ICR OMB Package (OMB No. 0920-New).
2. If you have questions about whether your proposed investigation meets the criteria for a CASPER, please contact the CASPER Information Collection Request Liaison (ICRL).
3. Contact the CASPER ICRL so they may notify the OMB Desk officer immediately via e-mail regarding the CASPER. If a more rapid approval timeline is needed, notify the CASPER ICRL so they may notify OMB of this need.
4. Complete the "Request for Approval under the Generic Clearance of Community Assessment for Public Health Emergency Response (CASPER) Data Collections" form.
5. Receive a research determination. (Note: this should be done concurrent with submission of the CASPER Generic Clearance Information Collection Request).
6. E-mail the following to the ICRL:
  - o Completed "Request for Approval Under the Generic Clearance of Community Assessment for Public Health Emergency Response (CASPER) Data Collections" form
  - o Letter of invitation from an STLT or international health authority. (Sensitive information in the Letter of Invitation not appropriate for public dissemination should be redacted prior to sending.)
  - o Draft data collection instrument(s)

If the request is sent outside business hours and immediate approval is needed, notify the ICRL by phone that the request has been submitted. Hard copies of original, signed documents should be sent via inter-office mail to the ICRL at MS F61.
7. The ICRL will review the request and determine whether it meets the criteria for the Generic CASPER Data Collections clearance. If the request meets the criteria, the ICRL will submit the request to the CDC Information Collection Review Office (ICRO) for OMB approval.
8. CDC staff may deploy to the field and begin planning the CASPER and finalize the collection instrument based on the requesting organization's CASPER objectives before the request is submitted to OMB. Once the data collection instrument has been finalized, submit the final version to OMB.
9. The OMB desk officer responds with approval or comments on the proposed CASPER within 5 business days of receipt of the final data collection instrument, unless the request is for a shorter time frame (i.e., 24 or 72 hours). *If a 24- or 72-hour approval is requested, an explanation must be provided as to why it is needed. Specifically, CDC must make a case as to why collection must begin within 24 to 72 hours, and it must be related to a public health need.* Data collection cannot begin until OMB has approved the information. OMB may provide approval and comments orally (followed by e-mail for written documentation) or e-mail directly to CDC.
10. The CASPER lead or designee must be available to respond to questions about the assessment during OMB's 5 business day review period.

11. Upon receiving OMB approval, ICRL will notify the program and data collection may proceed for up to 180 days.
12. On the cover or first page of each data collection instrument, include the OMB number and expiration date (0920-New; expires XX/XX/XXXX) in the upper right corner and the public reporting burden statement in the footer. The public reporting burden statement must include the burden estimate for each instrument.
  - o See “Sample CASPER Questionnaires” [see Attachment C] for placement and language.
13. Prior to data collection, investigators must inform respondents that participation is voluntary, that respondents will not be personally identified in any published reports of the assessment, and that their privacy will be protected to the extent allowed under federal law.
14. Within 5 business days of the completion of data collection, submit to the ICRL (via e-mail and interoffice mail) a final copy of all data collection instrument(s) and the completed “Burden Memo.”

Questions or Comments?

Contact, the CASPER Information Collection Request Liaison (ICRL).

CASPER Information Collection Request Liaison (ICRL):

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