

**Nonmaterial/non-substantive change to Supplement OMB Control Number 0920-0900  
Contact Investigation Outcome Reporting Forms**

**Expiration date  
06/30/2018**

**Program Contact**

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## Circumstances of Change Request for OMB 0920-0900

CDC requests approval for a nonmaterial/non-substantive change to OMB Control Number 0920-0900. The Centers for Disease Control and Prevention (CDC), Division of Global Migration and Quarantine (DGMQ) requests a revision of the currently approved Information Collection Request: “Contact Investigation Outcome Reporting Forms.”

Some health departments (HD) have experienced technical difficulties accessing the form from *Epi-X*, which is an FDF version of the OMB-approved form that is automatically populated with information specific to the CI. This has resulted in time lost by HD and CDC staff troubleshooting the issues, partially negating the benefits of the more streamlined distribution of the forms. For example, since January 2017, ~12 HDs contacted CDC an average of ~3 times per month to obtain the form via email because the FDF form they accessed contained no information.

CDC’s troubleshooting of the technical difficulties has had limited success in part because each HD’s network has unique combinations of internet permissions and restrictions which fluctuate over time with adoption of new architecture and software. CDC proposes a modification to the current *Epi-X* distribution system that will allow the forms to be accessed regardless of individual HD network characteristics.

This data collection supports the need for CDC staff to evaluate cases of communicable diseases of public health concern during travel and conduct investigative contact tracing for those that may have been exposed. The information collection tools approved by OMB under 0920-0900 facilitate the collection of data pertaining to these investigations.

### Description of Changes

CDC is requesting an update to the following forms:

- General Contact Investigation Outcome Reporting Form for Air travel (Attachment A)
- Measles Outcome Reporting Form for Air travel (Attachment B)
- Rubella Outcome Reporting Form for Air travel (Attachment C)
- TB Outcome Reporting Form for Air travel (Attachment D)

HTML coding will be used to create a link to a PDF version of the OMB-approved outcome reporting forms described above, which will be sent to HDs via email. Unlike the FDF version, the PDF version will not require a special browser or firewall settings on the recipient end to populate the CI data into the form.

The only difference between the HTML-generated PDF General, Measles, and Rubella forms and the current OMB-approved forms is that the HTML-generated PDFs will be two pages in length. The current OMB-approved TB form is already two pages in length and will not be affected by this process change.

No additional questions or response options will be added to the forms.

### Burden

Since there are no changes to the content of the form, no additional burden is expected for the HD staff filling out the outcome reporting forms.