

Formative Evaluation of Professional Development Resources

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Supporting Statement Part B

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Section B: Collections of Information Employing Statistical Methods

B.1 Respondent Universe and Sampling Methods

The respondent universe for the proposed study is staff of local education agencies (LEAs), who oversee or provide professional development for teachers or other school staff. A purposive sample (**Attachment 8**) will be selected to reach LEAs where professional development related to the topics covered by the survey (classroom management, supporting lesbian, gay, bisexual, and transgender youth, sexual health education, and sexual health services) is likely to have been provided in the past five years. LEAs contacted will include those funded by DASH through NOFO PS13-1308 or NOFO PS18-1807; LEAs identified as priority districts by state education agencies (SEAs) funded by DASH through NOFO 1308, and LEAs who receive School Climate Transformation Grants (SCTG) from the Department of Education or assistance through the Working to Institutionalize Sex Education (WISE) initiative. These LEAs were selected because based on their participation in the projects described above they are expected to have more experience providing professional development on the topics addressed by the survey.

Information Collection	Respondent Type	Maximum number of Respondents
Web-based survey	LEAs funded through DASH NOFO PS13-1308 and/or NOFO PS18-1807	45
	Priority LEAs identified by SEAs funded through DASH NOFO PS13-1308	215
	LEAs funded through SCTG	61
	LEAs receiving assistance through the WISE initiative	154
	Total	475

B.2 Procedures for the Collection of Information

The information collection system consists of a web-based instrument (**Attachment 3**) designed to ask local education agency (LEA) staff for their experiences with professional development resources and characteristics, facilitators and barriers to professional development (PD) related to reducing HIV, STD, teen pregnancy, and related risk behaviors among middle and high school students. This data collection has received ICF IRB approval (**Attachment 7**).

An email invitation (**Attachment 6**) including a link to the online consent form and survey will be sent in spring 2019 (pending OMB approval). The invitation will include a request to forward the survey to the person best able to respond to questions about professional development provided by the LEA if the individual who receives the invitation is not able to respond.

The initial email (**Attachment 6**) includes language informing respondents that their participation is voluntary and that responses will be kept confidential. Before entering the web-based survey an Informed Consent Statement (**Attachment 5**) will appear on the landing page of the survey. The consent statement emphasizes the voluntary nature of participation and lack of

any consequences to them for choosing not to complete any or all of the survey. The consent statement also states that responses will not be attributable to them or linked with any identifying information. Participants will see a prompt asking them to respond “Yes or No” to the question “I have read the informed consent statement and agree to participate in the survey”. Individuals who respond “Yes” will be directed to the web-based survey (**Attachment 3**). If a respondent responds “No”, they will not be able to access the survey. The electronic informed consent statement will not collect the participant’s name or any other identifying information.

Data will be stored on ICF’s secure servers. The physical security of the data is ensured by the location of file servers and back-up units in locked areas. Information on the servers is protected from unauthorized users with user names and user level passwords. There will be no IDs assigned to participants. It will be an open link to complete the survey. The project team, data processor, sample technician, and director of technical services will be the only individuals at ICF with access to the data. No sensitive information is being collected and no individually identifiable information will be recorded or stored as part of the survey or database. District staff names and email addresses will only be used to administer the survey and will be stored separately with no information that is linked to the survey data. No responses will be traceable back to their source.

B.3 Methods to Maximize Response Rates and Deal with No Response

Respondents will have a 4-week window to complete the web-based survey, allowing them to complete it at a time that is most convenient for them. Staff will be permitted to take it on a work or personal computer. To encourage participation, contractor data collectors have worked to identify local education staff best position to respond to the survey questions being asked related to PD creating a safe and supportive environment (SSE), implementing sexual health education (SHE) and increasing access to sexual health services (SHS). Contractor will send the original email and up to two reminder emails (**Attachment 6**) to encourage participation in the survey.

B.4 Tests of Procedures or Methods to be Undertaken

The web-based instrument was developed for this study through an iterative process of reviewing existing instruments for relevant survey items, consulting with subject matter experts, and identifying gaps where study questions were needed. The web-based survey will include questions that will help identify 1) DASH recommended PD resources currently being used by local education agencies (LEAs) 2) other resources being used by LEAs, 3) Common characteristics of PD resources (format, length, cost, accessibility, provider), 4) Facilitators and barriers to PD implementation. The data collection instrument was pilot tested by five individuals who have experience with survey research and development and working with local education agencies. Feedback from this group was used to refine the questions, ensure accurate programming and skip patterns, and establish the estimated time required to complete the information collection instrument.

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

Individuals consulted on statistical aspects and study design:

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