

## **Part B. Collection of Information Employing Statistical Methods**

- 1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicated expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.***

TSA invites HME Threat Assessment Program (HTAP) applicants that enroll through a TSA agent State to complete an optional survey to gather information on the applicants' overall customer satisfaction with the service received at the enrollment center. The optional survey is administered at the end of the in-person enrollment service. The survey is displayed on the computer monitor facing the applicant. The applicant may elect to exit the survey. If the applicant elects to take the survey, they are presented with 4 questions and then enter on a numeric keypad whether they are satisfied or not satisfied with customer service. The survey results are anonymous and sent to the contractor's database for storage and reporting.

Based on current data, approximately 24 percent of applicants will choose to respond to the survey questions.

TSA regularly reviews the customer satisfaction results, among other measures designed to gauge the effectiveness and efficiency of the program on a monthly basis.

- 2. Describe the procedures for the collection of information including:***
  - Statistical methodology for stratification and sample decision,***
  - Estimation procedure,***
  - Degree of accuracy needed for the purpose described in the justification,***
  - Unusual problems requiring specialized sampling procedures, and***
  - Any use of periodic (less frequent than annual) data collection cycles to reduce burden.***

All applicants who visit an enrollment center are invited to complete the survey. Each completed survey is scored to produce an overall rating to determine if the customer is "Satisfied" or "Unsatisfied." These survey results are then analyzed to produce an estimate of the percentage of "Satisfied" customers. Since the data is captured electronically, it is possible to determine whether any trends exist regarding customer service at a particular enrollment center or particular application enrollment activity and take steps to improve service.

- 3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collection based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.***

Participation in the HME Program Survey is voluntary, but recommended. The survey is presented on a computer monitor at the end of the in-person enrollment service. The limited number of questions on the survey helps to encourage completion of the survey. Individuals who have additional comments that are not addressed by the survey may contact the Universal Enrollment Services Call Center to provide additional feedback.

- 4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.***

TSA, in close coordination with TSA's enrollment provider/contractor, conducts ongoing evaluations of data collection tools and methods to minimize burden and improve the quality of information for contract and program purposes. These evaluations are informed by stakeholder insight and industry best practices.

Additionally, TSA seeks to optimize the enrollment process through monthly reviews of the captured data. This information will be used to establish and replicate best practices. The specific customer questionnaire is attached in this package.

- 5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.***

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