

## **Reinstatement with Change**

### **Management Information System for Comprehensive Cancer Control Programs**

**OMB # 0920-0841**

### **Supporting Statement: Part B**

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## B. STATISTICAL METHODS

### 1. Respondent Universe and Sampling Methods

The National Comprehensive Cancer Control Program (NCCCP) provides funding to comprehensive cancer control programs in all 50 states, the District of Columbia, eight tribes/tribal organizations, and seven territories/U.S. Pacific Island jurisdictions (66 awardees under Notice of Funding Opportunity Announcement [NOFO] DP17-1701). A requirement of the NCCCP is submission of yearly progress reports from each CCC program. The information collection is authorized by the Public Health Service Act, Section 301, 241(a) (see Attachment 1). A list of the awardees may be found in Attachment 3. For the new OMB clearance period, annual progress reports to CDC will continue as a requirement for all awardees that receive funding under DP17-1701. Statistical sampling methods are not applicable to this data collection and cannot be used to accomplish the functions of the system.

**Table 1-1. Number of NCCCP Programs Participating in Collection of Information**

<b>Type of Respondents</b>	<b>No. of Respondents</b>	<b>Expected Response Rate</b>	<b>Previous Response Rate</b>
Program Director for State- or Territory-Based Cancer Prevention and Control Program	66	100%	100%
<b>Total</b>	66		

### 2. Procedures for the Collection of Information

A database-driven Management Information System (MIS) for the collection of this information was developed and implemented in 2010 (Management Information System for Comprehensive Cancer Control Programs, OMB No. 0920-0841, exp. 6/30/2019). All 66 awardees will submit information on core data elements in MIS, including cancer control activities (see Attachment 4a). Information will be collected electronically yearly. All awardees currently have access to their own information and have decided the level of access for other users (e.g., local partners). Users log into the system at their worksite computers and provide progress reporting information through prompted data entry points.

Instructions to all awardees for completing policy information collection are built into related web pages. A manual has been developed and is updated periodically to guide users in data entry and other system applications (see attachment 4h) . Awardees and other MIS users will continue to receive training on use of the application and the required report content. Awardees will be informed of their reporting deadlines via annual notification letters received from the Office of Financial Resources

(OFR) and via e-mails sent by the Comprehensive Cancer Control Branch to all known users of the system.

Awardees are currently required to submit reports electronically, including their annual performance reports. The requirement to submit an annual performance report serves as their continuation application for those receiving funding to implement DP17-1701 activities. Awardees can review the completeness of data necessary to submit required reports, enter basic summary information for required reports, and finalize and save required reports for upload to Grants Solutions. The MIS also supports the automatic generation of annual reports, as well as work plans. Awardees can transfer personnel and resource data from one year to another to minimize data re-entry. CDC staff can query the database to extract individual or aggregate awardee-related data for internal and external evaluation reports.

### **3. Methods to Maximize Response Rates and Deal with No Response**

Awardees will be required to file yearly progress reports in order to continue to receive federal funding in support of their CCC programs. Currently, all awardees use the MIS to submit annual performance reports.

### **4. Test of Procedures or Methods to be Undertaken**

Every component of the MIS for DP17-1701 data entry, including the new Leadership Team tab, has undergone rigorous application testing, including usability testing of system design, and accuracy and comprehension testing of proposed data elements. In addition, this testing is the basis for the estimated burden per response.

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

Some members of the workgroup, that was originally established to assist contractors in development of the MIS, have continued to oversee updates to the web pages for DP17-1701. The CDC members, including NCCCCP program consultants and epidemiologists, have provided input on content, functionality, and usability of the database.

#### **The individuals responsible for enhancement to the data collection system include:**

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