

**Supporting Statement B for Paperwork Reduction Act Generic Information
Collection Submissions for
“Administration for Strategic Preparedness and Response—Office of Strategy,
Policy, Planning, and Requirements Generic Clearance for the National Strategy for
a Resilient Public Health Supply Chain”**

Paperwork Reduction Act (PRA) Compliance; Request for Generic Clearance

Department of Health and Human Services

Administration for Strategic Preparedness and Response—
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B. Generic Collection of Information Employing Statistical Methods If statistical methods will not be used to select respondents and item 17 on Form 83-I is checked “No” use this section to describe data collection procedures.

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When item 17 on the Form OMB 83-I is checked "Yes," the following documentation should be included in the supporting statement to the extent that it applies to the methods proposed:

1. Respondent Universe and Sampling Methods

The data and information collected will be used for public health supply chain assessment activities. For the most part, the activities undertaken as part of this clearance will involve purposive and convenience samples; samples which include State, Local, Tribal, and Territorial (SLTT) jurisdictions, trade groups and associations, mixed cross-sector audiences, non-governmental organizations, manufacturers, academia, healthcare providers and facilities, local communities, labor unions, workforce training providers, organizations, and state and local workforce boards. Respondents selected will likely cover a broad range of experiences or expertise in a particular subject matter.

The activities under this clearance may involve samples of self-selected stakeholders, as well as quota samples, with respondents selected either to cover a broad range of stakeholders or to include specific characteristics related to certain programs or issues. Results will not be used to make statements representative of the universe of study, to produce statistical descriptions (careful, repeatable measurements), or to generalize the data beyond the scope of the sample. The specific sample planned for each individual collection and the method for soliciting participation will be described fully in each collection request.

The samples associated with this collection are not subjected to the same scrutiny as scientifically drawn samples where estimates are published or otherwise released to the public. A description of the plans for selecting respondents for each individual activity will be provided to OMB at the time the research activity is submitted.

2. Procedures for the Collection of Information

Data and information collection methods and procedures will vary and the specifics of these will be provided with each collection request. ASPR and the National Strategy interagency implementation team expects to use a variety of methodologies for these collections. For example, ASPR or its contractors may use commercial survey-specific software to automate its collection and analysis of information. In addition to physical copies, information collection instruments may be electronically disseminated and/or posted on target pages of HHS’ web

site. Town halls, personal interviews, stakeholder meetings, questionnaires, and focus groups with professional guidance and moderation may also be used.

3. Methods to Maximize Response Rates and Deal with Nonresponse

ASPR and the National Strategy implementation team may conduct cognitive interviews or other applicable pretest activities for instruments to help improve understandability of the question, to reduce participant burden, and to enhance interview administration. We will keep all data collection instruments to a reasonable length to minimize breakoffs. Some methods may be used to maximize response, including callbacks in telephone field tests; reminder phone calls or second questionnaires will be used to maximize response rates in web-based questionnaires; and reminder phone calls and/or emails to participants will be used to encourage them to keep their appointments.

4. Tests of Procedures or Methods to be Undertaken

Depending on the purpose of the individual study covered under this generic IC, tests may be conducted of recruitment and enrollment procedures and data collection methods and instruments needed. ASPR and the National Strategy interagency implementation team will refine the draft questionnaire or study materials before use. The cognitive interviews will help identify areas where the instrument was ambiguous, burdensome, or confusing for respondents and the survey will be revised accordingly.

Additionally, researchers may conduct a pretest with individuals who are Federal employees to thoroughly test any data collection instrument being used. At the conclusion of the pretest, all strategies, algorithms, and programs for sampling, survey administration, and data compilation will be tested, validated, and readied for launch of data collection.

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

Each program will obtain information from statisticians in the development, design, conduct, and analysis of customer/partner service surveys, when appropriate. This statistical expertise will be available from agency statisticians or from contractors and ASPR and the National Strategy interagency implementation team will include the names and contact information of persons consulted in the specific information collection requests submitted under this generic clearance.