

**Supporting Statement**  
Information Collection

**OMB 0980-0017**

**Head Start Program Information Report (PIR)**

**1. Circumstances which make the data collection necessary**

Section 650 of the Head Start Act (42 U.S.C. 9846) requires that the Secretary of the Department of Health and Human Services prepare and submit a report to the Congress at least once during every 2-year period. This report shall include information contained in the documents entitled the “Program Information Report” and the “Head Start Costs Analyses System” (or any document similar to either), prepared with respect to Head Start programs.

The Program Information Report is filed annually by all Head Start and Early Head Start grantees and delegate agencies to ascertain the status of the delivery of services to children and their families.

**2. Use of the Information**

The PIR data is used for the following principal purposes:

**Program Management at local, Regional, and Head Start Bureau Levels:** The information provided is used at all levels to analyze trends in the program, including program enrollment, program design, staffing patterns, staff credentials family demographics and service needs, and access to health and social services and services for children with disabilities. The PIR database is used at the national and regional levels to inform policy, program development, and planning. As one component of a monitoring system, the PIR is also used to track implementation of requirements and to promote compliance with applicable laws and regulation governing the Head Start and Early Head Start programs.

The PIR is a major source of information used to respond to Congressional and public inquiries about Head Start from groups such as child care associations, state administrators, and researchers. It is also a primary source of information used to compile the Biennial Report to Congress on the Status of Children in Head Start Programs mandated by Section 650 of the Head Start Act.

**3. Use of Improved Information Technology and Burden Reduction**

PIR reports are submitted through the use of a web-based application. There are no paper transactions. The automated filing provides accurate, edited data. Recently Head Start moved the enrollment reporting to the web site so there is real time reporting of enrollment levels. OHS was authorized in previously approved submissions to collect this data at three points during the program year. The Head Start legislation now requires monthly reporting of enrollment levels

which can be accommodated at the web site without a significant increase in burden. About 2 minutes of on-line transactions are required to report enrollment.

#### **4. Effort to Avoid Duplication**

No similar information is available. The PIR is the only report on actual services submitted by all grantees and delegate agencies on an annual basis.

#### **5. Efforts to Minimize Impact**

Not applicable. Small businesses and small entities are not impacted.

#### **6. Consequences of Less Frequent Collection**

Head Start and Early Head Start has continued to grow significantly, as has interest in programs serving pre-school children. As a result of the volume of public and Congressional inquiries about enrollment and the status of children and families served, there is a need for current, updated information. In addition, the PIR is essential for reporting on performance measures and the implementation of Congressional mandates, such as teacher training and certification for which goals are set by legislation. (See Section 648A (2) Degree Requirements.)

During the current PIR revision, options for less frequent collection and/or sampling approaches were considered and rejected. Any sampling approach will reduce the reliability of the data reported, particularly since the number of grantees and delegate agencies may change each year. Less than annual reporting may actually increase the burden on grantees or delegate agencies who fail to implement adequate local management information and record keeping systems or have key staff changes. The PIR database is utilized for most Head Start research efforts, including the Impact Study and FACES (Head Start Family and Child Experiences Survey), to define Head Start populations and to provide baseline information for planning and design.

#### **7. Special Circumstances**

Not applicable. No conditions as specified are required.

#### **8. Publication of Public Notice**

The notice of Proposed Information Collection Activity and Comment Request was published in the Federal Register on December 7, 2007. About 2 comments were received. Respondents suggested that some clarifications could be made. We clarified questions where necessary to meet the concerns of the respondents.

#### **9. Decision to Provide Payment or Gift to Respondent**

Not applicable.

**10. Assurance of Confidentiality**

There is no confidential information contained in the data collection..

**11. Questions of a Sensitive Nature**

Not applicable. No answers to sensitive questions are solicited by the PIR.

**12. Estimates of Hour Burden and Costs**

Number of Head Start and Early Head Start Grantees and delegates:	2690
Hours per Respondent:	4.0
Total Hours:	10,670

Frequency of Response (annually) 1

Cost per respondent is \$66.76 estimated at 4.0 hours x \$16.69 per hour.

**13. Annualized Cost Per Respondent**

\$0. Respondents are not required to establish any special or new recording keeping systems. Data for the PIR is drawn from established records which would otherwise be compiled in conforming to the requirements of the Head Start Performance Standards (45 CFR 1301). such as enrollment and family records, staffing and employee turnover, and program characteristics. Response does not require the use of outside resources.

**14. Estimates of Costs to Federal Government**

Contract:	\$700,000
Federal Staff:	<u>32,600</u>
Total:	\$732,600

Federal staff costs are estimated to be 30% of the time of a Program Analyst (GS-13) to oversee the contract and to be the lead for reports and responding to inquiries. Increased use of electronic filing has significantly reduced both staff and contractor time in resolving errors in reporting.

**15. Change in Burden**

There is no change in burden hours

## **16. Plans for Analysis and Publication**

Annual National and Regional Fact Sheets on Head Start and Early Head Start will be produced, a biennial report to Congress and various Regional, State, and site level pre-programmed reports will draw information from the database for the current reporting period and historical data for the past several reporting years for comparison purposes. State and site level reports are important for program monitoring and performance measures and are distributed to state collaboration offices to help coordinate program information with state services.

No complex analytical techniques are contemplated. Reports are largely population statistics and overtime measurements designed to ascertain program quality and compliance with applicable laws and regulations.

If approved as proposed, information will be due to be submitted by August 31, 2008 and a clean database will be ready by the Fall, 2008. At that time, reports are prepared and analyzed and the data base is distributed..

## **17. Display of Expiration Date**

Expiration date will be prominently displayed on all information collection material.

## **18. Exceptions to the Certification Statement**

Not applicable.

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

No statistical methods of analysis of the PIR results are proposed. All entities receiving Head Start or Early Head Start funds are required to submit the report and 100% response rate is achieved annually.