

APPENDIX A
AUTHORIZING STATUTES

“(C) a criminal record check as otherwise required by Federal law.”.

SEC. 20. RESEARCH, DEMONSTRATIONS, AND EVALUATION.

Section 649 of the Head Start Act (42 U.S.C. 9844) is amended—

(1) by amending subsection (a)(1)(B) to read as follows:

“(B) use the Head Start programs to develop, test, and disseminate new ideas based on existing scientifically valid research, for addressing the needs of low-income preschool children (including children with disabilities, homeless children, children who have been abused or neglected, and children in foster care) and their families and communities (including demonstrations of innovative non-center-based program models such as home-based and mobile programs), and otherwise to further the purposes of this subchapter.”;

(2) in subsection (d)—

(A) in paragraph (8), by adding “and” at the end;

(B) by striking paragraphs (9) and (10), and inserting the following:

“(10)(A) contribute to understanding the impact of Head Start services delivered in classrooms which include both children with disabilities and children without disabilities, on all of the children; and

“(B) disseminate promising practices for increasing the availability and quality of such services and such classrooms.”;

(C) in paragraph (5), by striking “early childhood education, or child development services” and inserting “early childhood education and development or services programs”;

(D) by redesignating paragraphs (5) through (8) as paragraphs (6) through (9), respectively;

(E) by inserting after paragraph (4) the following:

“(5)(A) identify successful strategies that promote good oral health and provide effective linkages to quality dental services through pediatric dental referral networks, for infants and toddlers participating in Early Head Start programs and children participating in other Head Start programs; and

“(B) identify successful strategies that promote good vision health through vision screenings for such infants, toddlers, and children, and referrals for appropriate followup care for those identified as having a vision problem.”; and

(F) by striking the last sentence; and

(3) in subsection (e)(3), by striking “child care, early childhood education, or child development services” and inserting “early childhood education and development services or programs”;

(4) in subsection (g) by amending paragraph (7)(C) to read as follows:

“(C) TRANSMITTAL OF REPORT TO CONGRESS.—Not later than September 30, 2009, the Secretary shall transmit the final report to the Committee on Education and Labor of the House of Representatives and the Committee on Health, Education, Labor, and Pensions of the Senate.”; and

(5) by striking subsection (h) and inserting the following:

“(h) LIMITED ENGLISH PROFICIENT CHILDREN.—

“(1) STUDY.—Not later than 1 year after the date of enactment of the Improving Head Start for School Readiness Act of 2007, the Secretary shall conduct a study on the status of limited English proficient children and their families participating in Head Start programs (including Early Head Start programs).

“(2) REPORT.—The Secretary shall prepare and submit to the Committee on Education and Labor of the House of Representatives and the Committee on Health, Education, Labor, and Pensions of the Senate, not later than September 30, 2010, a report containing the results of the study, including information on—

“(A) the demographics of limited English proficient children from birth through age 5, including the number of such children receiving Head Start services and Early Head Start services, and the geographic distribution of children described in this subparagraph;

“(B) the nature of the Head Start services and of the Early Head Start services provided to limited English proficient children and their families, including the types, content, duration, intensity, and costs of family services, language assistance, and educational services;

“(C) procedures in Head Start programs and Early Head Start programs for the assessment of language needs and the transition of limited English proficient children to kindergarten, including the extent to which such programs meet the requirements of section 642A for limited English proficient children;

“(D) the qualifications and training provided to Head Start teachers and Early Head Start teachers who serve limited English proficient children and their families;

“(E) the languages in which Head Start teachers and Early Head Start teachers are fluent, in relation to the population, and instructional needs, of the children served;

“(F) the rate of progress made by limited English proficient children and their families in Head Start programs and in Early Head Start programs, including—

“(i) the rate of progress made by limited English proficient children toward meeting the additional educational standards described in section 641A(a)(1)(B)(ii) while enrolled in such programs;

“(ii) a description of the type of assessment or assessments used to determine the rate of progress made by limited English proficient children;

“(iii) the correlation between such progress and the type and quality of instruction and educational programs provided to limited English proficient children; and

“(iv) the correlation between such progress and the health and family services provided by such programs to limited English proficient children and their families; and

“(G) the extent to which Head Start programs and Early Head Start programs make use of funds under section 640(a)(2)(D) to improve the quality of such services

provided to limited English proficient children and their families.

“(i) RESEARCH AND EVALUATION ACTIVITIES RELEVANT TO DIVERSE COMMUNITIES.—For purposes of conducting the study described in subsection (h), activities described in section 640(1)(5)(A), and other research and evaluation activities relevant to limited English proficient children and their families, migrant and seasonal farmworker families, and other families from diverse populations served by Head Start programs, the Secretary shall award, on a competitive basis, funds from amounts made available under section 640(a)(2)(D) to 1 or more organizations with a demonstrated capacity for serving and studying the populations involved.

“(j) REVIEW OF ASSESSMENTS.—

“(1) APPLICATION OF STUDY.—When the study on Developmental Outcomes and Assessments for Young Children by the National Academy of Sciences is made available to the Secretary, the Secretary shall—

“(A) integrate the results of the study, as appropriate and in accordance with paragraphs (2) and (3), into each assessment used in Head Start programs; and

“(B) use the results of the study to develop, inform, and revise as appropriate the standards and measures described in section 641A, consistent with section 641A(a)(2)(C)(ii).

“(2) INFORM AND REVISE.—In informing and revising any assessment used in the Head Start programs, the Secretary shall—

“(A) receive recommendations from the Panel on Developmental Outcomes and Assessments for Young Children of the National Academy of Sciences; and

“(B) with respect to the development or refinement of such assessment, ensure—

“(i) consistency with relevant, nationally recognized professional and technical standards;

“(ii) validity and reliability for all purposes for which assessments under this subchapter are designed and used;

“(iii) developmental and linguistic appropriateness of such assessments for children assessed, including children who are limited English proficient; and

“(iv) that the results can be used to improve the quality of, accountability of, and training and technical assistance in, Head Start programs.

“(3) ADDITIONAL REQUIREMENTS.—The Secretary, in carrying out the process described in paragraph (2), shall ensure that—

“(A) staff administering any assessments under this subchapter have received appropriate training to administer such assessments;

“(B) appropriate accommodations for children with disabilities and children who are limited English proficient are made;

“(C) the English and Spanish (and any other language, as appropriate) forms of such assessments are valid and reliable in the languages in which they are administered; and

One Hundred Third Congress
of the
United States of America

AT THE FIRST SESSION

*Begun and held at the City of Washington on Tuesday,
the fifth day of January, one thousand nine hundred and ninety-three*

An Act

To provide for the establishment of strategic planning and performance measurement in the Federal Government, and for other purposes.

*Be it enacted by the Senate and House of Representatives of
the United States of America in Congress assembled,*

SECTION 1. SHORT TITLE.

This Act may be cited as the “Government Performance and Results Act of 1993”.

SEC. 2. FINDINGS AND PURPOSES.

(a) FINDINGS.—The Congress finds that—

(1) waste and inefficiency in Federal programs undermine the confidence of the American people in the Government and reduces the Federal Government’s ability to address adequately vital public needs;

(2) Federal managers are seriously disadvantaged in their efforts to improve program efficiency and effectiveness, because of insufficient articulation of program goals and inadequate information on program performance; and

(3) congressional policymaking, spending decisions and program oversight are seriously handicapped by insufficient attention to program performance and results.

(b) PURPOSES.—The purposes of this Act are to—

(1) improve the confidence of the American people in the capability of the Federal Government, by systematically holding Federal agencies accountable for achieving program results;

(2) initiate program performance reform with a series of pilot projects in setting program goals, measuring program performance against those goals, and reporting publicly on their progress;

(3) improve Federal program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction;

(4) help Federal managers improve service delivery, by requiring that they plan for meeting program objectives and by providing them with information about program results and service quality;

(5) improve congressional decisionmaking by providing more objective information on achieving statutory objectives, and on the relative effectiveness and efficiency of Federal programs and spending; and

(6) improve internal management of the Federal Government.

SEC. 3. STRATEGIC PLANNING.

Chapter 3 of title 5, United States Code, is amended by adding after section 305 the following new section:

“§ 306. Strategic plans

“(a) No later than September 30, 1997, the head of each agency shall submit to the Director of the Office of Management and Budget and to the Congress a strategic plan for program activities. Such plan shall contain—

“(1) a comprehensive mission statement covering the major functions and operations of the agency;

“(2) general goals and objectives, including outcome-related goals and objectives, for the major functions and operations of the agency;

“(3) a description of how the goals and objectives are to be achieved, including a description of the operational processes, skills and technology, and the human, capital, information, and other resources required to meet those goals and objectives;

“(4) a description of how the performance goals included in the plan required by section 1115(a) of title 31 shall be related to the general goals and objectives in the strategic plan;

“(5) an identification of those key factors external to the agency and beyond its control that could significantly affect the achievement of the general goals and objectives; and

“(6) a description of the program evaluations used in establishing or revising general goals and objectives, with a schedule for future program evaluations.

“(b) The strategic plan shall cover a period of not less than five years forward from the fiscal year in which it is submitted, and shall be updated and revised at least every three years.

“(c) The performance plan required by section 1115 of title 31 shall be consistent with the agency’s strategic plan. A performance plan may not be submitted for a fiscal year not covered by a current strategic plan under this section.

“(d) When developing a strategic plan, the agency shall consult with the Congress, and shall solicit and consider the views and suggestions of those entities potentially affected by or interested in such a plan.

“(e) The functions and activities of this section shall be considered to be inherently Governmental functions. The drafting of strategic plans under this section shall be performed only by Federal employees.

“(f) For purposes of this section the term ‘agency’ means an Executive agency defined under section 105, but does not include the Central Intelligence Agency, the General Accounting Office, the Panama Canal Commission, the United States Postal Service, and the Postal Rate Commission.”.

SEC. 4. ANNUAL PERFORMANCE PLANS AND REPORTS.

(a) BUDGET CONTENTS AND SUBMISSION TO CONGRESS.—Section 1105(a) of title 31, United States Code, is amended by adding at the end thereof the following new paragraph:

“(29) beginning with fiscal year 1999, a Federal Government performance plan for the overall budget as provided for under section 1115.”.

(b) PERFORMANCE PLANS AND REPORTS.—Chapter 11 of title 31, United States Code, is amended by adding after section 1114 the following new sections:

“§ 1115. Performance plans

“(a) In carrying out the provisions of section 1105(a)(29), the Director of the Office of Management and Budget shall require each agency to prepare an annual performance plan covering each program activity set forth in the budget of such agency. Such plan shall—

“(1) establish performance goals to define the level of performance to be achieved by a program activity;

“(2) express such goals in an objective, quantifiable, and measurable form unless authorized to be in an alternative form under subsection (b);

“(3) briefly describe the operational processes, skills and technology, and the human, capital, information, or other resources required to meet the performance goals;

“(4) establish performance indicators to be used in measuring or assessing the relevant outputs, service levels, and outcomes of each program activity;

“(5) provide a basis for comparing actual program results with the established performance goals; and

“(6) describe the means to be used to verify and validate measured values.

“(b) If an agency, in consultation with the Director of the Office of Management and Budget, determines that it is not feasible to express the performance goals for a particular program activity in an objective, quantifiable, and measurable form, the Director of the Office of Management and Budget may authorize an alternative form. Such alternative form shall—

“(1) include separate descriptive statements of—

“(A)(i) a minimally effective program, and

“(ii) a successful program, or

“(B) such alternative as authorized by the Director of the Office of Management and Budget,

with sufficient precision and in such terms that would allow for an accurate, independent determination of whether the program activity’s performance meets the criteria of the description; or

“(2) state why it is infeasible or impractical to express a performance goal in any form for the program activity.

“(c) For the purpose of complying with this section, an agency may aggregate, disaggregate, or consolidate program activities, except that any aggregation or consolidation may not omit or minimize the significance of any program activity constituting a major function or operation for the agency.

“(d) An agency may submit with its annual performance plan an appendix covering any portion of the plan that—

“(1) is specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy; and

“(2) is properly classified pursuant to such Executive order.

“(e) The functions and activities of this section shall be considered to be inherently Governmental functions. The drafting of performance plans under this section shall be performed only by Federal employees.

“(f) For purposes of this section and sections 1116 through 1119, and sections 9703 and 9704 the term—

“(1) ‘agency’ has the same meaning as such term is defined under section 306(f) of title 5;

“(2) ‘outcome measure’ means an assessment of the results of a program activity compared to its intended purpose;

“(3) ‘output measure’ means the tabulation, calculation, or recording of activity or effort and can be expressed in a quantitative or qualitative manner;

“(4) ‘performance goal’ means a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate;

“(5) ‘performance indicator’ means a particular value or characteristic used to measure output or outcome;

“(6) ‘program activity’ means a specific activity or project as listed in the program and financing schedules of the annual budget of the United States Government; and

“(7) ‘program evaluation’ means an assessment, through objective measurement and systematic analysis, of the manner and extent to which Federal programs achieve intended objectives.

“§ 1116. Program performance reports

“(a) No later than March 31, 2000, and no later than March 31 of each year thereafter, the head of each agency shall prepare and submit to the President and the Congress, a report on program performance for the previous fiscal year.

“(b)(1) Each program performance report shall set forth the performance indicators established in the agency performance plan under section 1115, along with the actual program performance achieved compared with the performance goals expressed in the plan for that fiscal year.

“(2) If performance goals are specified in an alternative form under section 1115(b), the results of such program shall be described in relation to such specifications, including whether the performance failed to meet the criteria of a minimally effective or successful program.

“(c) The report for fiscal year 2000 shall include actual results for the preceding fiscal year, the report for fiscal year 2001 shall include actual results for the two preceding fiscal years, and the report for fiscal year 2002 and all subsequent reports shall include actual results for the three preceding fiscal years.

“(d) Each report shall—

“(1) review the success of achieving the performance goals of the fiscal year;

“(2) evaluate the performance plan for the current fiscal year relative to the performance achieved toward the performance goals in the fiscal year covered by the report;

“(3) explain and describe, where a performance goal has not been met (including when a program activity’s performance is determined not to have met the criteria of a successful program activity under section 1115(b)(1)(A)(ii) or a corresponding level of achievement if another alternative form is used)—

“(A) why the goal was not met;

“(B) those plans and schedules for achieving the established performance goal; and

“(C) if the performance goal is impractical or infeasible, why that is the case and what action is recommended;
“(4) describe the use and assess the effectiveness in achieving performance goals of any waiver under section 9703 of this title; and

“(5) include the summary findings of those program evaluations completed during the fiscal year covered by the report.

“(e) An agency head may include all program performance information required annually under this section in an annual financial statement required under section 3515 if any such statement is submitted to the Congress no later than March 31 of the applicable fiscal year.

“(f) The functions and activities of this section shall be considered to be inherently Governmental functions. The drafting of program performance reports under this section shall be performed only by Federal employees.

“§ 1117. Exemption

“The Director of the Office of Management and Budget may exempt from the requirements of sections 1115 and 1116 of this title and section 306 of title 5, any agency with annual outlays of \$20,000,000 or less.”.

SEC. 5. MANAGERIAL ACCOUNTABILITY AND FLEXIBILITY.

(a) MANAGERIAL ACCOUNTABILITY AND FLEXIBILITY.—Chapter 97 of title 31, United States Code, is amended by adding after section 9702, the following new section:

“§ 9703. Managerial accountability and flexibility

“(a) Beginning with fiscal year 1999, the performance plans required under section 1115 may include proposals to waive administrative procedural requirements and controls, including specification of personnel staffing levels, limitations on compensation or remuneration, and prohibitions or restrictions on funding transfers among budget object classification 20 and subclassifications 11, 12, 31, and 32 of each annual budget submitted under section 1105, in return for specific individual or organization accountability to achieve a performance goal. In preparing and submitting the performance plan under section 1105(a)(29), the Director of the Office of Management and Budget shall review and may approve any proposed waivers. A waiver shall take effect at the beginning of the fiscal year for which the waiver is approved.

“(b) Any such proposal under subsection (a) shall describe the anticipated effects on performance resulting from greater managerial or organizational flexibility, discretion, and authority, and shall quantify the expected improvements in performance resulting from any waiver. The expected improvements shall be compared to current actual performance, and to the projected level of performance that would be achieved independent of any waiver.

“(c) Any proposal waiving limitations on compensation or remuneration shall precisely express the monetary change in compensation or remuneration amounts, such as bonuses or awards, that shall result from meeting, exceeding, or failing to meet performance goals.

“(d) Any proposed waiver of procedural requirements or controls imposed by an agency (other than the proposing agency or the Office of Management and Budget) may not be included in a

performance plan unless it is endorsed by the agency that established the requirement, and the endorsement included in the proposing agency's performance plan.

“(e) A waiver shall be in effect for one or two years as specified by the Director of the Office of Management and Budget in approving the waiver. A waiver may be renewed for a subsequent year. After a waiver has been in effect for three consecutive years, the performance plan prepared under section 1115 may propose that a waiver, other than a waiver of limitations on compensation or remuneration, be made permanent.

“(f) For purposes of this section, the definitions under section 1115(f) shall apply.”.

SEC. 6. PILOT PROJECTS.

(a) **PERFORMANCE PLANS AND REPORTS.**—Chapter 11 of title 31, United States Code, is amended by inserting after section 1117 (as added by section 4 of this Act) the following new section:

“§ 1118. Pilot projects for performance goals

“(a) The Director of the Office of Management and Budget, after consultation with the head of each agency, shall designate not less than ten agencies as pilot projects in performance measurement for fiscal years 1994, 1995, and 1996. The selected agencies shall reflect a representative range of Government functions and capabilities in measuring and reporting program performance.

“(b) Pilot projects in the designated agencies shall undertake the preparation of performance plans under section 1115, and program performance reports under section 1116, other than section 1116(c), for one or more of the major functions and operations of the agency. A strategic plan shall be used when preparing agency performance plans during one or more years of the pilot period.

“(c) No later than May 1, 1997, the Director of the Office of Management and Budget shall submit a report to the President and to the Congress which shall—

“(1) assess the benefits, costs, and usefulness of the plans and reports prepared by the pilot agencies in meeting the purposes of the Government Performance and Results Act of 1993;

“(2) identify any significant difficulties experienced by the pilot agencies in preparing plans and reports; and

“(3) set forth any recommended changes in the requirements of the provisions of Government Performance and Results Act of 1993, section 306 of title 5, sections 1105, 1115, 1116, 1117, 1119 and 9703 of this title, and this section.”.

(b) **MANAGERIAL ACCOUNTABILITY AND FLEXIBILITY.**—Chapter 97 of title 31, United States Code, is amended by inserting after section 9703 (as added by section 5 of this Act) the following new section:

“§ 9704. Pilot projects for managerial accountability and flexibility

“(a) The Director of the Office of Management and Budget shall designate not less than five agencies as pilot projects in managerial accountability and flexibility for fiscal years 1995 and 1996. Such agencies shall be selected from those designated as pilot projects under section 1118 and shall reflect a representative

range of Government functions and capabilities in measuring and reporting program performance.

“(b) Pilot projects in the designated agencies shall include proposed waivers in accordance with section 9703 for one or more of the major functions and operations of the agency.

“(c) The Director of the Office of Management and Budget shall include in the report to the President and to the Congress required under section 1118(c)—

“(1) an assessment of the benefits, costs, and usefulness of increasing managerial and organizational flexibility, discretion, and authority in exchange for improved performance through a waiver; and

“(2) an identification of any significant difficulties experienced by the pilot agencies in preparing proposed waivers.

“(d) For purposes of this section the definitions under section 1115(f) shall apply.”

(c) PERFORMANCE BUDGETING.—Chapter 11 of title 31, United States Code, is amended by inserting after section 1118 (as added by section 6 of this Act) the following new section:

“§ 1119. Pilot projects for performance budgeting

“(a) The Director of the Office of Management and Budget, after consultation with the head of each agency shall designate not less than five agencies as pilot projects in performance budgeting for fiscal years 1998 and 1999. At least three of the agencies shall be selected from those designated as pilot projects under section 1118, and shall also reflect a representative range of Government functions and capabilities in measuring and reporting program performance.

“(b) Pilot projects in the designated agencies shall cover the preparation of performance budgets. Such budgets shall present, for one or more of the major functions and operations of the agency, the varying levels of performance, including outcome-related performance, that would result from different budgeted amounts.

“(c) The Director of the Office of Management and Budget shall include, as an alternative budget presentation in the budget submitted under section 1105 for fiscal year 1999, the performance budgets of the designated agencies for this fiscal year.

“(d) No later than March 31, 2001, the Director of the Office of Management and Budget shall transmit a report to the President and to the Congress on the performance budgeting pilot projects which shall—

“(1) assess the feasibility and advisability of including a performance budget as part of the annual budget submitted under section 1105;

“(2) describe any difficulties encountered by the pilot agencies in preparing a performance budget;

“(3) recommend whether legislation requiring performance budgets should be proposed and the general provisions of any legislation; and

“(4) set forth any recommended changes in the other requirements of the Government Performance and Results Act of 1993, section 306 of title 5, sections 1105, 1115, 1116, 1117, and 9703 of this title, and this section.

“(e) After receipt of the report required under subsection (d), the Congress may specify that a performance budget be submitted as part of the annual budget submitted under section 1105.”

SEC. 7. UNITED STATES POSTAL SERVICE.

Part III of title 39, United States Code, is amended by adding at the end thereof the following new chapter:

“CHAPTER 28—STRATEGIC PLANNING AND PERFORMANCE MANAGEMENT

“Sec.

“2801. Definitions.

“2802. Strategic plans.

“2803. Performance plans.

“2804. Program performance reports.

“2805. Inherently Governmental functions.

“§ 2801. Definitions

“For purposes of this chapter the term—

“(1) ‘outcome measure’ refers to an assessment of the results of a program activity compared to its intended purpose;

“(2) ‘output measure’ refers to the tabulation, calculation, or recording of activity or effort and can be expressed in a quantitative or qualitative manner;

“(3) ‘performance goal’ means a target level of performance expressed as a tangible, measurable objective, against which actual achievement shall be compared, including a goal expressed as a quantitative standard, value, or rate;

“(4) ‘performance indicator’ refers to a particular value or characteristic used to measure output or outcome;

“(5) ‘program activity’ means a specific activity related to the mission of the Postal Service; and

“(6) ‘program evaluation’ means an assessment, through objective measurement and systematic analysis, of the manner and extent to which Postal Service programs achieve intended objectives.

“§ 2802. Strategic plans

“(a) No later than September 30, 1997, the Postal Service shall submit to the President and the Congress a strategic plan for its program activities. Such plan shall contain—

“(1) a comprehensive mission statement covering the major functions and operations of the Postal Service;

“(2) general goals and objectives, including outcome-related goals and objectives, for the major functions and operations of the Postal Service;

“(3) a description of how the goals and objectives are to be achieved, including a description of the operational processes, skills and technology, and the human, capital, information, and other resources required to meet those goals and objectives;

“(4) a description of how the performance goals included in the plan required under section 2803 shall be related to the general goals and objectives in the strategic plan;

“(5) an identification of those key factors external to the Postal Service and beyond its control that could significantly affect the achievement of the general goals and objectives; and

“(6) a description of the program evaluations used in establishing or revising general goals and objectives, with a schedule for future program evaluations.

“(b) The strategic plan shall cover a period of not less than five years forward from the fiscal year in which it is submitted, and shall be updated and revised at least every three years.

“(c) The performance plan required under section 2803 shall be consistent with the Postal Service’s strategic plan. A performance plan may not be submitted for a fiscal year not covered by a current strategic plan under this section.

“(d) When developing a strategic plan, the Postal Service shall solicit and consider the views and suggestions of those entities potentially affected by or interested in such a plan, and shall advise the Congress of the contents of the plan.

“§ 2803. Performance plans

“(a) The Postal Service shall prepare an annual performance plan covering each program activity set forth in the Postal Service budget, which shall be included in the comprehensive statement presented under section 2401(g) of this title. Such plan shall—

“(1) establish performance goals to define the level of performance to be achieved by a program activity;

“(2) express such goals in an objective, quantifiable, and measurable form unless an alternative form is used under subsection (b);

“(3) briefly describe the operational processes, skills and technology, and the human, capital, information, or other resources required to meet the performance goals;

“(4) establish performance indicators to be used in measuring or assessing the relevant outputs, service levels, and outcomes of each program activity;

“(5) provide a basis for comparing actual program results with the established performance goals; and

“(6) describe the means to be used to verify and validate measured values.

“(b) If the Postal Service determines that it is not feasible to express the performance goals for a particular program activity in an objective, quantifiable, and measurable form, the Postal Service may use an alternative form. Such alternative form shall—

“(1) include separate descriptive statements of—

“(A) a minimally effective program, and

“(B) a successful program,

with sufficient precision and in such terms that would allow for an accurate, independent determination of whether the program activity’s performance meets the criteria of either description; or

“(2) state why it is infeasible or impractical to express a performance goal in any form for the program activity.

“(c) In preparing a comprehensive and informative plan under this section, the Postal Service may aggregate, disaggregate, or consolidate program activities, except that any aggregation or consolidation may not omit or minimize the significance of any program activity constituting a major function or operation.

“(d) The Postal Service may prepare a non-public annex to its plan covering program activities or parts of program activities relating to—

“(1) the avoidance of interference with criminal prosecution;

or

“(2) matters otherwise exempt from public disclosure under section 410(c) of this title.

“§ 2804. Program performance reports

“(a) The Postal Service shall prepare a report on program performance for each fiscal year, which shall be included in the annual comprehensive statement presented under section 2401(g) of this title.

“(b)(1) The program performance report shall set forth the performance indicators established in the Postal Service performance plan, along with the actual program performance achieved compared with the performance goals expressed in the plan for that fiscal year.

“(2) If performance goals are specified by descriptive statements of a minimally effective program activity and a successful program activity, the results of such program shall be described in relationship to those categories, including whether the performance failed to meet the criteria of either category.

“(c) The report for fiscal year 2000 shall include actual results for the preceding fiscal year, the report for fiscal year 2001 shall include actual results for the two preceding fiscal years, and the report for fiscal year 2002 and all subsequent reports shall include actual results for the three preceding fiscal years.

“(d) Each report shall—

“(1) review the success of achieving the performance goals of the fiscal year;

“(2) evaluate the performance plan for the current fiscal year relative to the performance achieved towards the performance goals in the fiscal year covered by the report;

“(3) explain and describe, where a performance goal has not been met (including when a program activity’s performance is determined not to have met the criteria of a successful program activity under section 2803(b)(2))—

“(A) why the goal was not met;

“(B) those plans and schedules for achieving the established performance goal; and

“(C) if the performance goal is impractical or infeasible, why that is the case and what action is recommended; and

“(4) include the summary findings of those program evaluations completed during the fiscal year covered by the report.

“§ 2805. Inherently Governmental functions

“The functions and activities of this chapter shall be considered to be inherently Governmental functions. The drafting of strategic plans, performance plans, and program performance reports under this section shall be performed only by employees of the Postal Service.”

SEC. 8. CONGRESSIONAL OVERSIGHT AND LEGISLATION.

(a) IN GENERAL.—Nothing in this Act shall be construed as limiting the ability of Congress to establish, amend, suspend, or annul a performance goal. Any such action shall have the effect of superseding that goal in the plan submitted under section 1105(a)(29) of title 31, United States Code.

(b) GAO REPORT.—No later than June 1, 1997, the Comptroller General of the United States shall report to Congress on the implementation of this Act, including the prospects for compliance by Federal agencies beyond those participating as pilot projects under sections 1118 and 9704 of title 31, United States Code.

SEC. 9. TRAINING.

The Office of Personnel Management shall, in consultation with the Director of the Office of Management and Budget and the Comptroller General of the United States, develop a strategic planning and performance measurement training component for its management training program and otherwise provide managers with an orientation on the development and use of strategic planning and program performance measurement.

SEC. 10. APPLICATION OF ACT.

No provision or amendment made by this Act may be construed as—

(1) creating any right, privilege, benefit, or entitlement for any person who is not an officer or employee of the United States acting in such capacity, and no person who is not an officer or employee of the United States acting in such capacity shall have standing to file any civil action in a court of the United States to enforce any provision or amendment made by this Act; or

(2) superseding any statutory requirement, including any requirement under section 553 of title 5, United States Code.

SEC. 11. TECHNICAL AND CONFORMING AMENDMENTS.

(a) AMENDMENT TO TITLE 5, UNITED STATES CODE.—The table of sections for chapter 3 of title 5, United States Code, is amended by adding after the item relating to section 305 the following: “306. Strategic plans.”.

(b) AMENDMENTS TO TITLE 31, UNITED STATES CODE.—

(1) AMENDMENT TO CHAPTER 11.—The table of sections for chapter 11 of title 31, United States Code, is amended by adding after the item relating to section 1114 the following:

“1115. Performance plans.

“1116. Program performance reports.

“1117. Exemptions.

“1118. Pilot projects for performance goals.

“1119. Pilot projects for performance budgeting.”.

(2) AMENDMENT TO CHAPTER 97.—The table of sections for chapter 97 of title 31, United States Code, is amended by adding after the item relating to section 9702 the following:

“9703. Managerial accountability and flexibility.

“9704. Pilot projects for managerial accountability and flexibility.”.

S. 20—12

(c) AMENDMENT TO TITLE 39, UNITED STATES CODE.—The table of chapters for part III of title 39, United States Code, is amended by adding at the end thereof the following new item:

“28. Strategic planning and performance management 2801”.

Speaker of the House of Representatives.

*Vice President of the United States and
President of the Senate.*

APPENDIX B
FEDERAL REGISTER NOTICES

Estimated Total Annual Burden Hours: 1,765.

Additional Information

Copies of the proposed collection may be obtained by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. All requests should be identified by the title of the information collection. E-mail address: infocollection@acf.hhs.gov.

OMB Comment

OMB is required to make a decision concerning the collection of information between 30 and 60 days after publication of this document in the **Federal Register**. Therefore, a comment is best assured of having its full effect of OMB receives it within 30 days of publication. Written comments and recommendations for the proposed

information collection should be sent directly to the following:

Office of Management and Budget, Paperwork Reduction Project, Fax: 202-395-6974, Attn: Desk Officer for the Administration for Children and Families.

Dated: November 20, 2007.

Robert Sargis,

Reports Clearance Officer.

[FR Doc. 07-5835 Filed 11-26-07; 8:45 am]

BILLING CODE 4184-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Proposed Information Collection Activity; Comment Request

Proposed Projects

Title: Required Data Elements for Voluntary Establishment of Paternity Affidavits.

OMB No.: 0970-0171.

Description: Section 466(a)(5)(C)(iv) of the Social Security Act (the Act) requires States to develop and use an affidavit for the voluntary acknowledgement of paternity. The affidavit for the voluntary acknowledgement of paternity must include the minimum requirements specified by the Secretary under section 452(a)(7) of the Act. The affidavits will be used by hospitals, birth record agencies, and other entities participating in the voluntary paternity establishment program.

Respondents: State and Tribal IV-D agencies, hospitals, birth record agencies and other entities participating in the voluntary paternity establishment program.

ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
None	1,025,521	Variable	.166	170,236

Estimated Total Annual Burden Hours: 170,236.

In compliance with the requirements of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Administration for Children and Families is soliciting public comment on the specific aspects of the information collection described above. Copies of the proposed collection of information can be obtained and comments may be forwarded by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. E-mail address: infocollection@acf.hhs.gov. All requests should be identified by the title of the information collection.

The Department specifically requests comments on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d)

ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Dated: November 20, 2007.

Robert Sargis,

Reports Clearance Officer.

[FR Doc. 07-5841 Filed 11-26-07; 8:45 am]

BILLING CODE 4184-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Proposed Information Collection Activity; Comment Request

Proposed Project

Title: Descriptive Study of Early Head Start (DSEHS).

OMB No.: New Collection.

Description: The Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS), requests clearance to

recruit Early Head Start (EHS) programs for participation in the Descriptive Study of Early Head Start (DSEHS) and to conduct a pilot test of potential measures.

DSEHS is a longitudinal study of a representative sample of programs and children in three age cohorts, which will collect information about programs, families, and services. When completed, data will be collected on a sample of approximately 2,100 children and families from 60 EHS programs. Data will be collected in four waves: Fall 2008, Fall 2009, Fall 2010, and Fall 2011. Children and families will be followed until children are three years old and exit EHS programs.

Data collected under DSEHS will complement information gathered under the Survey of Early Head Start Programs (SEHSP), OMB Control No. 0992-0008. SEHSP gathered information on the management systems, services, and characteristics of children and families served by EHS programs. To complement this information, DSEHS will gather information on the needs and characteristics of children and families enrolled in EHS programs, including an assessment of children's and families' needs, how programs meet

the needs of children and families in EHS programs, and how children and families in EHS programs progress over time.

The activity proposed under this notice includes only the data collected during the selection and recruitment of programs to participate in DSEHS and a pilot study on the feasibility of proposed measures.

To select and recruit programs, ACF intends to send letters to program directors of selected EHS programs.

Directors will receive a summary of the study goals that will include an overview of the design and data collection, a brochure describing the study, and examples of the consent materials for enrolling study participants. Programs will not be asked to enroll participants during the initial selection and recruitment phase.

Selected programs may also receive a follow-up phone call to answer questions from EHS directors or staff. Program directors will be asked to

provide information on the numbers of families enrolled with children who will be within two months of the target ages at the time of each of the four fall data collections.

ACF intends to conduct a feasibility pilot study at two EHS programs in June 2008. In the pilot study, ACF will test the feasibility of administering various direct child assessment measures and parent interviews.

Respondents: EHS Program Directors, Parents, and Children.

ANNUAL BURDEN ESTIMATES

Instrument	Annual number of respondents	Number of responses per respondent	Average burden hours per response	Estimated annual burden hours
Recruitment materials sent to program sites	60	1	.25	15
Program roster of children in target ages	60	1	.50	30
Pilot Test—Child Assessment	40	1	1.0	40
Pilot Test—Parent Interview	40	1	1.0	40

Estimated Total Annual Burden Hours: 125.

In compliance with the requirements of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Administration for Children and Families is soliciting public comment on the specific aspects of the information collection described above. Copies of the proposed collection of information can be obtained and comments may be forwarded by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. E-mail address: infocollection@acf.hhs.gov. All requests should be identified by the title of the information collection.

The Department specifically requests comments on (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted within 60 days of this publication.

Dated: November 20, 2007.

Brendan C. Kelly,
OPRE Reports Clearance Officer.
 [FR Doc. 07-5842 Filed 11-26-07; 8:45 am]
BILLING CODE 4184-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

[Docket No. 2007N-0356]

Behind the Counter Availability of Certain Drugs; Public Meeting; Comment Period Clarification

AGENCY: Food and Drug Administration, HHS.

ACTION: Notice; comment period clarification.

SUMMARY: In the **Federal Register** of October 4, 2007 (72 FR 56769), the Food and Drug Administration (FDA) published a notice that announced a public meeting to obtain comments regarding behind-the-counter (BTC) availability of human drugs. An incorrect date was published in that notice. This document clarifies that Docket No. 2007N-0356 will close on December 17, 2007.

ADDRESSES: You may submit comments, identified by Docket No. 2007N-0356, by any of the following methods:
Electronic Submissions

Submit electronic comments in the following ways:

- Federal eRulemaking Portal: <http://www.regulations.gov>. Follow the instructions for submitting comments.
- Agency Web site: <http://www.fda.gov/dockets/ecomments>.

Follow the instructions for submitting comments on the agency Web site.

Written Submissions

Submit written registration and comments in the following ways:

- FAX: 301-827-6870.
- Mail/Hand delivery/Courier (for paper, disk, or CD-ROM submissions): Division of Dockets Management (HFA-305), Food and Drug Administration, 5630 Fishers Lane, rm. 1061, Rockville, MD 20852.

To ensure more timely processing of comments, FDA is no longer accepting comments submitted to the agency by e-mail. FDA encourages you to continue to submit electronic comments by using the Federal eRulemaking Portal or the agency Web site, as described previously, in the **ADDRESSES** portion of this document under *Electronic Submissions*.

Instructions: All submissions received must include the agency name and docket number for this notice. All comments received may be posted without change to <http://www.fda.gov/ohrms/dockets/default.htm>, including any personal information provided. For additional information on submitting comments, see the "Comments" heading of the **SUPPLEMENTARY INFORMATION** section of this document.

Docket: For access to the docket to read background documents or comments received, go to <http://www.fda.gov/ohrms/dockets/default.htm> and insert the docket number, found in brackets in the heading of this document, into the "Search" box and follow the prompts and/or go to the Division of Dockets Management, 5630 Fishers Lane, rm. 1061, Rockville, MD 20852.

ESTIMATE OF ANNUALIZED BURDEN HOURS—Continued

Type of respondents	Number of respondents	Number of responses per respondent	Average burden per response
Reference Group Veterinarians	3	1	30/60

Dated: January 30, 2008.
Maryam Daneshvar,
Acting Reports Clearance Officer, Centers for Disease Control and Prevention.
 [FR Doc. E8-2213 Filed 2-6-08; 8:45 am]
BILLING CODE 4163-18-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

[30Day-08-0026]

Agency Forms Undergoing Paperwork Reduction Act Review

The Centers for Disease Control and Prevention (CDC) publishes a list of information collection requests under review by the Office of Management and Budget (OMB) in compliance with the Paperwork Reduction Act (44 U.S.C. Chapter 35). To request a copy of these requests, call the CDC Reports Clearance Officer at (404) 639-5960 or send an email to *omb@cdc.gov*. Send written comments to CDC Desk Officer, Office of Management and Budget, Washington, DC or by fax to (202) 395-6974. Written comments should be received within 30 days of this notice.

Proposed Project

Report of Verified Case of Tuberculosis (RVCT), (OMB No. 0920-0026)—Revision—National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention (NCHHSTP), Centers for Disease Control and Prevention (CDC).

Background and Brief Description

In the United States, an estimated 10 to 15 million people are infected with *Mycobacterium tuberculosis* and about 10% of these persons will develop tuberculosis (TB) disease at some point in their lives. TB is a reportable disease in every state. National TB surveillance has been conducted and maintained by the U.S. Public Health Service and CDC through the cooperation of the states since 1953.

Data are collected by 60 reporting areas (the 50 states, the District of Columbia, New York City, Puerto Rico, and 7 jurisdictions in the Pacific and Caribbean). CDC's Division of Tuberculosis Elimination (DTBE) has revised the Report of Verified Case of Tuberculosis (RVCT) data collection instrument, which has been in use since 1993. The increase in burden hours is due to the addition of information on new clinical diagnostic tests and factors

to identify high-risk patients. The revision captures changes in the diagnosis and treatment of TB, and improves the monitoring of trends in TB epidemiology and outbreaks and support CDC in developing strategies to meet the national goal of TB elimination.

In 2001, DTBE initiated a comprehensive review of the RVCT with stakeholders and partner organizations. This review resulted in the revision of the data collection form in 2007.

The reporting areas use and analyze their RVCT data to monitor local TB trends, evaluate program success, and focus resources to eliminate TB. CDC uses the RVCT data to monitor national trends by demographics, risk, and region. These summaries are published annually in CDC-sponsored publications, journals, and are submitted as Agency reports to the Congress.

CDC is requesting approval for approximately 8050 burden hours, an estimated increase of 490 hours. There is no cost to respondents other than their time. The total estimated annualized burden hours are 8050.

ESTIMATE OF ANNUALIZED BURDEN HOURS

Types of respondents	Number of respondents	Number of responses per respondent	Average burden per response (in hours)
Local, state, and territorial health departments	60	230	35/60

Dated: January 30, 2008.
Maryam I. Daneshvar,
Acting Reports Clearance Officer, Centers for Disease Control and Prevention.
 [FR Doc. E8-2214 Filed 2-6-08; 8:45 am]
BILLING CODE 4163-18-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Submission for OMB Review; Comment Request

Title: Descriptive Study of Early Head Start (DSEHS).

OMB No.: New Collection.

Description: The Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS), requests clearance to recruit Early Head Start (EHS) programs for participation in the Descriptive

Study of Early Head Start (DSEHS) and to conduct a pilot test of potential measures.

DSEHS is a longitudinal study of a representative sample of programs and children in three age cohorts, which will collect information about programs, families, and services. When completed, data will be collected on a sample of approximately 2,100 children and families from 60 EHS programs. Data will be collected in four waves: Fall 2008, Fall 2009, Fall 2010, and Fall 2011. Children and families will be followed until children are three years old and exit EHS programs.

Data collected under DSEHS will complement information gathered under the Survey of Early Head Start Programs (SEHSP), OMB Control No. 0992-0008. SEHSP gathered information on the management systems, services, and characteristics of children and families served by EHS programs. To complement this information, DSEHS will gather information on the needs and characteristics of children and families enrolled in EHS programs, including an assessment of children's and families' needs, how programs meet the needs of children and families in EHS programs, and how children and families in EHS programs progress over time.

The activity proposed under this notice includes only the data collected during the selection and recruitment of programs to participate in DSEHS and a pilot study on the feasibility of proposed measures.

To select and recruit programs, ACF intends to send letters to program directors of selected EHS programs. Directors will receive a summary of the study goals that will include an overview of the design and data collection, a brochure describing the study, and examples of the consent materials for enrolling study participants. Programs will not be asked to enroll participants during the initial selection and recruitment phase.

Selected programs may also receive a follow-up phone call to answer questions from EHS directors or staff. Program directors will be asked to provide information on the numbers of families enrolled with children who will be within two months of the target ages at the time of each of the four fall data collections.

ACF intends to conduct a feasibility pilot study at two EHS programs in June 2008. In the pilot study, ACF will test the feasibility of administering various direct child assessment measures and parent interviews.

Respondents: EHS Program Directors, parents, and Children.

ANNUAL BURDEN ESTIMATES

Instrument	Annual number of respondents	Number of responses per respondent	Average burden hours per response	Estimated annual burden hours
Recruitment materials sent to program sites	60	1	.25	15
Program roster of children in target ages	60	1	.50	30
Pilot Test—Child Assessment	40	1	1.0	40
Pilot Test—Parent Interview	40	1	1.0	40

Estimated Total Annual Burden Hours: 125.

Additional Information

Copies of the proposed collection may be obtained by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer. All requests should be identified by the title of the information collection. E-mail address: infocollection@acf.hhs.gov.

OMB Comment

OMB is required to make a decision concerning the collection of information between 30 and 60 days after publication of this document in the **Federal Register**. Therefore, a comment is best assured of having its full effect if OMB receives it within 30 days of publication. Written comments and recommendations for the proposed

information collection should be sent directly to the following: Office of Management and Budget, Paperwork Reduction Project, FAX: 202-395-6974, Attn: Desk Officer for ACF.

January 29, 2008.

Brendan Kelly,

Reports Clearance Officer.

[FR Doc. 08-529 Filed 2-6-08; 8:45 am]

BILLING CODE 4184-01-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Proposed Information Collection Activity; Comment Request

Proposed Projects:

Title: Annual Progress Report—University Centers for Excellence in Developmental Disabilities Education, Research, and Service.

OMB No: 0970-0289.

Description: Section 104 (42 USC 15004) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) directs the Secretary of Health and Human Services to develop and implement a system of program accountability to monitor the grantees funded under the DD Act of 2000. The program accountability system shall include the National Network of University Centers for Excellence in Developmental Disabilities Education, Research, and Service (UCEDDSs) authorized under Part D of the DD Act of 2000. In addition to the accountability system, Section 154 (e) (42 USC 15064) of the DD Act of 2000 includes requirements for a UCEDD Annual Report.

Respondents: University Centers for Excellence in Developmental Disabilities Education, Research, and Service

ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
UCEDD Annual Report Template	67	1	200	13,400
Estimated Total Annual Burden Hours:				13,400

APPENDIX C

BABY FACES MATERIALS

- 1. Baby FACES Fact Sheet**
- 2. Program Brochure**
- 3. Parent Brochure**
- 4. Advance Letter**
- 5. Consent Letter**

Early Head Start The Family and Child Experiences Survey (Baby FACES)

The Research Team

Since its founding in 1995, Early Head Start has provided program services for low-income pregnant women and families with infants and toddlers based on a foundation of rigorous research combined with an emphasis on continuous program improvement. The Early Head Start Family and Child Experiences Study (Baby FACES) is the next step in a comprehensive research agenda aimed at maintaining an up-to-date, extensive knowledge base to support Early Head Start policies and programs.

Baby FACES is a periodic, longitudinal study designed to be a reliable source of data for describing the experiences of Early Head Start children and their families. *Your program is invited to participate in this national study sponsored by the Administration for Children and Families.*

The study will be conducted by Mathematica Policy Research, Inc. (MPR), a respected, independent policy research organization whose studies of early childhood and education initiatives, and other programs, have been used to inform national policymakers for more than 35 years. MPR is consulting with nationally recognized experts in early childhood and early head start programs including Tammy Mann, Zero to Three, Judith Jerald, Save the Children, and Brenda Jones Harden, University of Maryland.

To meet the challenges and realize the full promise of Baby FACES, MPR has assembled an exemplary team with knowledge of and experience in Early Head Start and early childhood research and practice. Our study design will ensure both high-quality and timely Baby FACES data and enhance its potential to provide a profile of the Early Head Start program and its participants. We are committed to translating research findings into formats that programs and policymakers can use.

Selecting Programs

The study will include 90 randomly selected, nationally representative Early Head Start programs that meet eligibility criteria. *Programs' eligibility will be determined from the most recently available Head Start Program Information Report (PIR) database (program year 2006–2007).* Programs must directly provide Early Head Start services to children to be included in the study.

Selecting Families

We will select a representative sample of families with children in two age cohorts (perinatal and age 1).

Collecting Information

Baby FACES will use a comprehensive set of data collection instruments designed to assess program services and implementation, children's growth and development, and parent-child relationship and home environment quality. A team of Mathematica staff will gather the data through direct child assessments and interviews with parents, teachers, home visitors, and program directors. The study will also include observations of child care center classrooms, home visits, and the home environment, and information on services that families receive throughout the year (provided by program staff).

On-Site Assistance

We will establish a cooperative partnership with an On-Site Coordinator (OSC) from each program. We will ask the OSC to help with getting consent from families to participate in the study, scheduling child assessments, setting up parent interviews, and helping to collect information on services families receive. Our plan will detail procedures for scheduling make-up visits for children who were absent during the data collection week, for interviewing in person, or by telephone, parents who could not be interviewed during our main visit to the site, and completing family services tracking information.

Confidentiality

MPR is committed to respecting privacy of respondents and maintaining the confidentiality of the data entrusted to us. Having conducted many studies involving disadvantaged populations, MPR is experienced in implementing stringent security procedures. Study results will be reported only in group form; we will not present data on child performance by teacher, by class, or by program. In this way, the confidentiality of children and families, teachers and programs, will be carefully guarded. At the beginning of the study, we will inform parents about the study and our confidentiality policies; we will also distribute consent forms that allow parents to remove their child from the study if they so choose. The survey director will be responsible for making sure that interviewers and assessment staff understand the necessity of maintaining strict confidentiality. All staff involved with the study will sign confidentiality pledges.

To Find Out More

Contact Cheri Vogel, project director, at Mathematica Policy Research, Inc. (MPR), (609) 716-4546 : cvogel@mathematica-mpr.com.

Early Head Start Family and Child Experiences Survey

Baby FACES Program Brochure

Experiences in Early Head Start



U.S. Department of Health and Human Services
Administration for Children and Families

The Early Head Start Family and Child Experiences Survey (Baby FACES) is the largest national study of Early Head Start ever undertaken to gather information about Early Head Start programs and families served by them. Baby FACES will help us learn about the services you provide, how you provide them and give you the opportunity to showcase your program.

The Early Head Start Research and Evaluation Project showed that programs had significant positive impacts on children and families, some lasting to age 5, compared to children and families in the control group. Our focus now is to learn from a nationally representative sample of programs and families, more about the specific services programs provide, how they provide them, and how children and families fare over time. Answering those questions will support continuous program improvement both nationally and at the local levels.

Mathematica will recruit 90 programs and 2,000 enrolled families to participate in this four year longitudinal study, with data collection beginning in Spring 2009. The data collected will represent Early Head Start programs and families nationally.

To understand Early Head Start better, the Baby FACES research team will collect information in several different ways from your staff and families. If your program is selected, we will identify a sample of children from two age cohorts (pregnant women/newborn and one-year-olds) and follow them over time. Each spring we will interview the program director and the classroom teachers, home visitors, and parents of the sampled children. We will ask programs to collect and report service use information about enrolled families as well. Data collection will begin in spring 2009 through Spring 2012.

Your program will receive \$750 each year for participating in the Baby FACES study. Selected program families who consent to participate will be interviewed and receive \$35 at each interview. We will also meet with the child and ask him or her to do a set of activities so that we can learn

about children's development. The activities we will ask the child to do are the kinds of things children do at Early Head Start. The child will also receive a gift.

All the answers you, your staff, and your families give are confidential. They will never be shared with anyone and reports will only discuss findings overall or for groups. We hope you will consider joining us in this important study and become a voice for Early Head Start programs.

Baby FACES is sponsored by the Administration for Children and Families, the government agency which oversees Early Head Start. The work is being conducted by Mathematica Policy Research, Inc. (MPR). All staff members working on Baby FACES have a great deal of experience doing research with young children and their families, and have been fully trained for this project.

If you have any questions about Baby FACES, you may call Mathematica's toll-free number X-XXX--XXX--XXXX between 9 AM and 9 PM Eastern Time. After these hours you may leave a message and we will return your call.

We hope you will be one of the Early Head Start programs to help us in Baby FACES. Your help is valuable to us and to all Early Head Start children and families!

Early Head Start Family and Child Experiences Survey

Baby FACES Family Brochure

Experiences in Early Head Start



U.S. Department of Health and Human Services
Administration for Children and Families

The Early Head Start Family and Child Experiences Survey (Baby FACES) is the largest national study of Early Head Start ever undertaken to gather information about families served by Early Head Start. The Office of Head Start and your local Early Head Start program are working hard to improve services—Baby FACES is helping us learn how we are doing.

To understand Early Head Start better, the Baby FACES research team collects information in many different ways. If your family is selected, we will ask to interview you each spring while your child is in Early Head Start. We will ask you questions about yourself, your family, and your experience with Early Head Start.

Participating families will be interviewed and receive \$35. We will also meet with your child and ask him or her to do a set of activities so that we can learn about children’s development. The activities we will ask your child to do are the kinds of things children do at Early Head Start. You will also receive a gift for your child.

All the answers you and your child give are confidential. They will never be shared with anyone from Early Head Start. The decision to take part in the study is yours. However, if you decide not to be part of Baby FACES (even though we hope you will), it will not affect your or your child’s Early Head Start participation.

Baby FACES is sponsored by the Administration for Children and Families, the government agency which oversees Early Head Start. The work is being conducted by Mathematica Policy Research, Inc. (MPR). All staff members working on Baby FACES have lots of experience doing research with young children and their families, and have been fully trained for this study.

If you have any questions about Baby FACES, you may call MPR’s toll-free number X-XXX-XXX-XXXX between 9 A.M. and 9 P.M. Eastern Time. After these hours you may leave a message and we will return your call.

More than 2,000 families and children from Early Head Start programs across the nation are participating in the first round of Baby FACES. We hope yours will be one of the families helping us in Baby FACES.

Thank you for your participation! Your help is valuable to us and to all Early Head Start children and families!

Spring 2009

Dear [FILL PARENT]:

[FILL Program NAME] is participating in the Early Head Start Family and Child Experiences Survey (Baby FACES). This study will gather information that will help the Early Head Start program improve services to families with infants and toddlers. The survey is sponsored by the Administration for Children and Families of the U.S. Department of Health and Human Services and is being conducted by Mathematica Policy Research, Inc. (MPR), an independent research company. This is a very important study, and we strongly encourage selected families to participate if they can!

If you consent to be in the study and your family is selected to participate in it, we will interview you in spring 2009, and each spring thereafter until your child is 3 years old. We will ask you questions about the kinds of things your child can do, about your family's activities and rules, about your feelings, and about your health. These interviews will take about *one hour* and will be conducted in your language. We will give you \$35 after each interview to thank you for your help.

So that Baby FACES can find out how Early Head Start helps children learn and grow, we will also complete some fun activities with your child at his or her child care center or through a home visit. These activities take about 30 minutes. We will also ask your child's Early Head Start teacher or home visitor how your child is progressing, and we will measure your child's height and weight. Each time your child participates, your child will receive a special thank-you gift.

You can choose whether or not you and your child will be part of the study. Your decision about participation will not affect the Early Head Start services you and your child are receiving. Also, we want to assure you that all information from this study will be strictly confidential. Nothing that you share with us will ever be connected with your name or your child's name. The information will not be shared with your Early Head Start program and will not be passed on to any school or government agency in a way that can be connected with you. The information that is collected will appear only in reports in which individual names are never used and in which individuals are never identified. There is one exception—if we learn that a child has been abused or is endangered we must report this to the appropriate authorities, which could result in official action in accordance with state law.

If you have any questions about the Baby FACES study, please call me toll free at [xxx-xxx-xxxx]. I would be happy to talk with you. If you have any questions about your rights as a research volunteer, please call XXXX toll free at [xxx-xxx-xxxx].

Please sign the attached consent form and give it to your Early Head Start home visitor or teacher at the Early Head Start program. Thank you for helping us.

Sincerely,

[MPR Baby FACES COORDINATOR]

Spring 2009

BABY FACES 2009 CONSENT FORM

We are inviting you and your child to participate in the Early Head Start Family and Child Experiences Survey (Baby FACES). The purpose of Baby FACES is to learn more about families in Early Head Start and the kinds of services Early Head Start provides to families with infants and toddlers. Information from this study will be used to help Early Head Start better serve all children and their families. Baby FACES is sponsored by the Administration for Children and Families of the U.S. Department of Health and Human Services and is being conducted by Mathematica Policy Research, Inc. (MPR), an independent research company.

If you agree to participate and are one of the families selected for the study...

We will interview you in spring 2009, and each spring until your child is 3 years old. We will ask you questions about the kinds of things your child can do, about your family's activities and routines, about your feelings, and about your health. These interviews will take about one hour and will be conducted in your language. We will give you \$35 after each interview to thank you for your help.

We will do some activities with your child so we can find out how Early Head Start helps children learn and grow. When your child is age 2 and again at age 3, we will ask him or her to take part in some fun activities, such as doing a puzzle, with a trained researcher. These activities take about 30 minutes. Your child will receive as a special gift as a thank-you.

We will ask your child's Early Head Start teachers or home visitors some questions so that we can learn more about the progress your child is making.

You can choose whether you and your child will be part of the study. Your participation is completely voluntary. Your decision will not influence the Early Head Start services you and your child are receiving. No one from the Early Head Start program will see or hear your answers or be informed about how your child does on the activities. All of the study results will be reported for groups of parents and children, and no results will be reported for individuals. There is one exception—if we learn that a child has been abused or is endangered, we are required by law to report this to the appropriate authorities, which could result in official action in accordance with state law.

If you have any questions about the Baby FACES study, please call Cassandra Meagher, Survey Director, toll free at xxx-xxx-xxxx. If you have any questions about your rights as a research volunteer, please call [NAME] toll free at xxx-xxx-xxxx.

Please sign the enclosed consent form and give it to your Early Head Start home visitor or teacher. Thank you for helping us.

I have read this consent form and understand what I am being asked to do.

I agree that my child and I will participate in this study. I also agree to have Baby FACES researchers collect some information from my child’s home visitors or teachers in Early Head Start. I will be paid \$35 each time I am interviewed, and I will also receive a gift for my child each time my child is assessed. I may withdraw this consent at any time without penalty.

Signature of Parent/Guardian who will participate in this interview: _____ Printed Name of Parent/Guardian who will participate in the interview: _____ (PRINT) Relationship to Child: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandmother <input type="checkbox"/> Other Guardian	Date: _____ __ __ / __ __ / __ __ Month Day Year Child’s Birthday: __ __ / __ __ / __ __ Month Day Year
Child’s Name: _____ (PRINT)	
What language does your child use most often at home? <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____	
Please telephone me at this number to make my appointment: (_____) _____ - _____ Area Code	
Please interview me in: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other _____	

To help us arrange for your interview, please circle the times you are usually available.

PLEASE CIRCLE MORE THAN ONE TIME				
Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM – 10:00 AM	7:00 AM – 10:00 AM	7:00 AM – 10:00 AM	7:00 AM – 10:00 AM	7:00 AM – 10:00 AM
10:00 AM – 1:00 PM	10:00 AM – 1:00 PM	10:00 AM – 1:00 PM	10:00 AM – 1:00 PM	10:00 AM – 1:00 PM
1:00 PM – 5:00 PM	1:00 PM – 5:00 PM	1:00 PM – 5:00 PM	1:00 PM – 5:00 PM	1:00 PM – 5:00 PM
5:00 PM – 7:00 PM	5:00 PM – 7:00 PM	5:00 PM – 7:00 PM	5:00 PM – 7:00 PM	5:00 PM – 7:00 PM
After 7:00 PM	After 7:00 PM	After 7:00 PM	After 7:00 PM	After 7:00 PM

White Copy to MPR

Yellow Copy to On-Site Coordinator

Pink Copy to Parent