

# DOCUMENTATION FOR THE GENERIC CLEARANCE OF CUSTOMER SERVICE SATISFACTION COLLECTIONS

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**TITLE OF INFORMATION COLLECTION: Needs Assessment Plan (the collection that is the subject of the 10-day review request)**

**SURVEY                       FOCUS GROUP                       SOFTWARE USABILITY TESTING**

## DESCRIPTION OF THIS SPECIFIC COLLECTION

1. The purpose of this survey is to gain a broad understanding of Magnet School Assistance Program (MSAP) grantees' needs. There are **six** collection instruments as a part of this survey. All six of the collection instruments have the same purpose and are attached.
  - a. MSAP Project Director Key Informant
  - b. MSAP Evaluator Survey
  - c. MSAP Principal Web Based Survey
  - d. MSAP Superintendent Key Informant Interview
  - e. Site Visit Focus Group for MSAP Parents
  - f. Site Visit Focus Group for MSAP Teachers
  - g. Site Visit Observation Checklist
2. The complexities associated with implementing and managing MSAP statutory purposes requires grantees to overcome contextual and project implementation barriers.
3. The assessments will assist in the determination of the grantees' immediate and long-term needs during the 3 year grant cycle.
4. This will assist in providing appropriate and timely technical assistance services and products to grantees that will enable them to successfully establish, manage, and sustain grant projects.
5. OII will use a contractor under contract number ED-OII-10-C-0079 to collect the data using a modified version of Burton and Merrill's (1994) Needs Assessment Framework.
6. There will be 20 focus groups, 108 telephone interviews to Directors, Evaluators and Principals, 151 Principal web- based surveys and 40 site visit observations.
7. The participants are the key personnel, teachers and parents of cohorts from the 2010 Magnet Schools Assistance Program Grant Cycle. This cohort includes 36 grantees with 151 schools implementing new or revised magnet programs.

This data collection will be completed one time within the MSAP three year grant cycle.

A copy of the proposed collection instruments for all groups is attached with the Needs Assessment Plan. The web based survey will be obtained at [www.msapcenter.com](http://www.msapcenter.com)

## AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE

No payments are planned.

**BURDEN HOUR COMPUTATION** (*Number of responses (X) estimated response or participation time in minutes (/60) = annual burden hours*):

<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>Participation Time</b>	<b>Burden</b>
Project Directors	36	20 minutes	12 hours
Project Evaluators	36	20 minutes	12 hours
Superintendents	36	15 minutes	9 hours
Principals	151	15 minutes	38 hours
Teachers ( Focus groups)	80	20 minutes	27 hours
Parents (Focus groups)	80	20 minutes	27 hours
Site Visit Observations	40	20 minutes	14 hours
<b>Totals</b>	<b>459</b>		<b>139</b>

#### **BURDEN COST COMPUTATION**

<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>Hourly Rate</b>	<b>Response Time</b>	<b>Total</b>
N/A				
N/A				
<b>Totals</b>				

#### **STATISTICAL INFORMATION**

If statistical methods are to be used, fully describe the methodology, sample selection, expected response rates, and any other concepts needed to provide a full understanding of those methods.

**REQUESTED APPROVAL DATE:** 5/30/2011

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