

# DOCUMENTATION FOR THE GENERIC CLEARANCE OF CUSTOMER SERVICE SATISFACTION COLLECTIONS

---

**TITLE OF INFORMATION COLLECTION:** Data Quality Institute (DQI) conference participant survey.  
(the collection that is the subject of the 10-day review request)

**SURVEY**       **FOCUS GROUP**       **SOFTWARE USABILITY TESTING**

## **DESCRIPTION OF THIS SPECIFIC COLLECTION**

Specify all relevant information, including:

1. Intended Purpose: The purpose of the survey is to measure participant satisfaction with the content, quality, and delivery of the Office of Vocational and Adult Education (OVAE), Division of Academic and Technical Education's (DATE) annual Virtual: Data Quality Institute (DQI).
2. Need for the collection: The feedback garnered from the survey will be used to improve the content, quality, and/or delivery of each annual data quality institute.
3. Planned use of the data: The feedback garnered from the survey will be used to improve the content, quality, and/or delivery of each annual data quality institute.
4. Date(s) and location(s): The DQI will be held on June 7-8, 2011. The DQI is a virtual endeavor that allows participants to engage a meeting or institute format from the convenience of any chosen location. It is provided through electronic interface. OVAE staff will conduct the institute in Washington, DC at the U.S. Department of Education's Potomac Plaza Center 10<sup>th</sup> floor auditorium.
5. Collection procedures: The survey will be disseminated to participants via the web. The link is <http://www.surveygizmo.com/s/550602/v-dqi-evaluation-draft-5-23-11>
6. Number of focus groups, surveys, and usability testing sessions: The 300 invited participants will be asked to voluntarily complete the survey at the end of the DQI.
7. Description of respondents/participants: The respondents/participants are State teams responsible for the implementation of the federally funded Carl D. Perkins Career and Technical Education Act of 2006, formula grant.

State whether the data collection will be completed one time, will be collected on an annual basis, or other: The data collection will be completed one time.

Attach a copy of the proposed collection instrument, e.g., survey questions, focus group script, usability-testing plan. If a focus group also includes a survey, include both: The proposed collection instrument is attached.

**AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE:** Not Applicable

**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>
State Teams Implementing the Carl D. Perkins Career and Technical Education Act of 2006	300	7 Minutes (.12)	36 hours
<b>Totals</b>	300	7 Minutes per	36 hours

**BURDEN COST COMPUTATION:** Not Applicable

**STATISTICAL INFORMATION:** Not Applicable

**REQUESTED APPROVAL DATE:** May 31, 2011

**NAME OF CONTACT PERSON:** Allison C. Hill

**TELEPHONE NUMBER:** (202) 245-7775

**MAILING LOCATION:** Potomac Center Plaza—Room 11-039—Mail Stop 7110

**ED DEPARTMENT, OFFICE:** Office of Vocational and Adult Education (OVAE), Division of Academic and Technical Education (DATE)