

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families**

**Proposed Information Collection Activity:
Meeting/Webinar Feedback Form**

This is a request for approval by the Office of Management and Budget (OMB), under the Federal Paperwork Reduction Act of 1995, for a new data collection task to be added to the Administration for Children and Families' already approved generic OMB clearance # 0980-0266. The proposed information collection activity includes delivering voluntary and anonymous feedback opportunities to participants in CB Centennial- and other- related meetings, webinars, and workgroups. For workgroup and meeting events, the feedback will be provided in hard copy. For webinars, the feedback will be provided on-line.

Data collected from the survey will be used to better understand the meeting/webinar experiences of participants including what was most helpful to them and what can be improved. This information, in turn, will be used by the Children's Bureau to better meet the needs of professionals and policymakers working in child abuse and neglect, child welfare, and adoption who attend these events. Survey respondents will include State and local governments, the territories, service providers, Indian Tribes and tribal organizations, grantees, researchers, and other service providers serving target populations identified by and funded directly or indirectly by ACF. An estimate of the annual response burden is outline in the following table.

ANNUAL BURDEN ESTIMATES

Instrument	Affected Public	Number of Respondents	Number of Responses per Respondent	Average Burden hours per Response	Total Burden Hours
CB Centennial Meeting/Webinar Feedback Survey	State governments	75	1	0.05	3.75
	Other grant applicants	75	1	0.05	3.75
	Indian Tribes and Tribal organizations	75	1	0.05	3.75
TOTAL Estimated Annual Burden Hours					11.25 hours

The above figures are based on an estimate of approximately 0.05 hours per response to respond and submit each survey. The 225 respondent sample size is based on the estimate outlined by CB that the survey will be administered at approximately 10 meetings to 20 participants each. We have slightly overestimated the burden due to the significant possibility of a higher number of meetings or a higher number of attendees per meeting. We have assumed a high response rate at 85% given our experience with other similar feedback surveys for meetings conducted by the federal government.