

## **Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 1880-0542)**

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### **TITLE OF INFORMATION COLLECTION: *Program Success Stories Form***

Professional Development Module (ED-08-CO-0145) “You for Youth” [y4y.ed.gov] Customer Registration Form and Satisfaction Surveys

#### **PURPOSE:**

The Office of Elementary and Secondary Education of the U.S. Department of Education (ED) is requesting Office of Management and Budget (OMB) generic clearance to collect customer satisfaction data for the 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) professional development web portal, *You for Youth*, <http://y4y.ed.gov>. Synergy Enterprises, Inc. (SEI), working with its subcontractor, WestEd, and another contractor, Manhattan Strategy Group, plans to gather customer satisfaction data from its customers for general improvement of the website, its online learning modules, and other resources.

The 21st CCLC program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (NCLB). The program provides before- and afterschool academic enrichment opportunities for children attending low-performing schools to help them meet local and state academic standards in subjects such as reading and mathematics. Individual 21st CCLC programs may also provide youth development activities, drug and violence prevention, technology education, art and music activities, character education, counseling, and recreation to enhance the program’s academic components. Under the current legislation, 21st CCLC programs focus services on students who attend schools that have been identified as being in need of improvement under NCLB. The changes prompted by NCLB bring the 21st CCLC programs closer to schools and students who need additional services, and they tighten the connection between developmentally appropriate afterschool programs and academic enrichment.

Given the program’s focus on providing children with additional academic enrichment opportunities that support their success in the school day, the 21st CCLC program has identified a need to provide its staff with a one-stop shop for online professional development, resources, and an online learning community. The web portal, titled “You for Youth” is currently in development and will be launched in summer 2011. Given the time and cost associated with such an initiative, the 21st CCLC would like to gather survey data from its customers to determine their satisfaction with the website and its various features. The data will be used to gather information to improve the overall quality, relevance, and ease of use of the website.

#### **DESCRIPTION OF RESPONDENTS:**

There are 162,000 staff and volunteers associated with the 21<sup>st</sup> Century Community Learning Centers program, yet it is difficult to estimate how many users will access the site, register to participate, and complete any of the satisfaction surveys or forms. The individuals being surveyed are employees of the 21<sup>st</sup> CCLC program, and include teachers, paraprofessionals, program directors, site coordinators, and volunteers. We estimate that 5000 individuals will

register for the website, and that 1000 of these individuals will provide us feedback on each of the other surveys or forms.

**TYPE OF COLLECTION:** (Check one)

- Customer Comment Card/Complaint Form       Customer Satisfaction Survey  
 Usability Testing (e.g., Website or Software)       Small Discussion Group  
 Focus Group       Other: \_\_\_\_\_

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: **Stephen Balkcom, COR, 21<sup>st</sup> CCLC Professional Development Module**

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Applicable, has a System or Records Notice been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Program Success Stories (Appendix F)	200	5 minutes	17 Hours
<b>Totals</b>	<b>200</b>	5 minutes	<b>17 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is: **\$2,861.40**

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
[X] Yes [ ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Data will be collected on an ongoing basis as users access the y4y.ed.gov site. Below, we provide the collection procedures for Program Success Stories

***Program Success Stories Form***

As part of the Home Page, registered users who are part of the 21<sup>st</sup> CCLC program will have the opportunity to share a success story about their program. Success stories highlight a specific site or program's success in developing expertise in a particular area aligned specifically with the learning modules. The use of this form will be restricted to registered, authenticated users and is completely voluntary. Upon submission of this form, the materials submitted will be reviewed, and responded to, by ED staff. Upon approval, the success stories will be made available to registered users through the appropriate Learn More Library and Resource areas.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)  
[ X ] Web-based or other forms of Social Media  
[ ] Telephone  
[ ] In-person  
[ ] Mail  
[ ] Other, Explain
2. Will interviewers or facilitators be used? [ ] Yes [X] No