

SUPPORTING STATEMENT Part B
FOR OMB CLEARANCE

Formative Data Collections for Policy Research
0970-0356

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Part B. Collections of Information Employing Statistical Methods

1. Universe and Respondent Selection

Given the nature of the information collection activities under this request, the universe and respondent selection varies considerably. However, for the most part, the discussions and observations undertaken as part of this clearance will involve purposive samples with respondents selected either to cover a broad range of groups or to include specific characteristics related to the topic of the study. Since these information collections will be undertaken primarily for internal decision-making, research planning, and contextualization of research findings, ACF does not, at this time, anticipate undertaking a statistically sophisticated strategy for selection. A description of the plans for selecting respondents for each individual information collection will be provided to OMB as part of each generic IC.

2. Procedures for Collecting Information

Data collection procedures under this clearance will be varied, and will most likely include in-person and telephone interviews, focus groups, and perhaps mail surveys. More specific information about data collection procedures will be contained in the description provided to OMB as part of each generic IC.

3. Methods to Maximize Response

In general, callbacks will be used to maximize response rates for telephone surveys; reminder phone calls or letters or second questionnaires will be used to maximize response rates in mail surveys. Reminder phone calls and/or letters to participants will be used to encourage them to keep their appointments. More specific information will be contained in the description provided to OMB as part of each generic IC.

4. Testing of Procedures

Although it is impossible to define the testing procedures for each collection under this submission, in most cases, prior to conducting individual data collections the potential instruments and procedures will be pre-tested with 9 or fewer individuals. Results from these pre-tests will be incorporated into any final instruments before they are submitted to OMB.

5. Contacts for Statistical Aspects and Data Collection

Advice on statistical aspects of each individual data collection will be sought as the data collection is developed. Depending on the nature of the research, ACF/OPRE staff and research

and evaluation contractors will have responsibility for data collection and analysis. Steven Hanmer (202-401-5651) is the ACF contact person for general questions about data collection and analysis.. Other contact persons for questions regarding data collection and statistical aspects of the design will be provided to OMB at the time the individual generic IC requests are submitted.

Attachment A provides an example of instruments that have been approved previously under this clearance. Attachment B provides an overview of ACF's use of this generic IC during the first three years of clearance.