u. s. dEPARTMENT OF Health & Human Services

Administration for Children & Families

Office of Planning, Research, & Evaluation

to: bRENDA aGUILAR (OMB)

THROUGH: Mary Buck (acf)

from: Wendy DeCourcey (acf)

subject: Non-Substantive Change in Early Learning Mentor Coach Evaluation OMB Package

date: 1/11/2012

In the original approved OMB package for the Early Learning Mentor Coach Evaluation, the following burden estimate was submitted for the Mentor-Coach Census Online Survey:

**Table 1. Approved Mentor-Coach Census Online Survey Burden Estimate**

|  |  |  |
| --- | --- | --- |
| **Data Collection Instrument (estimated time)** | **Respondent** | **Population (*N*) /Sample (*n*)**  |
| Mentor-Coach Census OnlineSurvey (30 minutes) | Mentor-Coach | Population (*N*=400) |

The survey was expected to be completed by up to 400 mentor-coaches, based on an estimate of 3.03 mentor-coaches per grant (N of Grantees=132). This estimate was derived from the grantees’ semi-annual reports of May 2011.

Data collection was initiated in the second week of December. Grantees were asked to submit the contact information for their mentor-coaches. As of last week (1/5/2012), approximately 103 (79%) of grantees provided contact information for 354 mentor-coaches. This suggests an average of 3.44 mentor coaches per grantee, much higher than initially estimate.

Given this unexpected shift in the number of mentor-coaches in the population, OPRE requests an adjustment of the burden estimate for the Mentor-Coach Census Online Survey to an N of 500. It is expected that this burden estimate represents the maximum number of mentor-coaches who could complete the survey.

**Table 2. Adjusted Mentor-Coach Census Online Survey Burden Estimate**

|  |  |  |
| --- | --- | --- |
| **Data Collection Instrument (estimated time)** | **Respondent** | **Population (*N*) /Sample (*n*)**  |
| Mentor-Coach Census OnlineSurvey (30 minutes) | Mentor-Coach | Population (*N*=500) |

We request this as a non-substantive change as soon as possible, as data collection is currently ongoing and the mentor-coach grants will end as of February.