

**U. S. DEPARTMENT OF HEALTH & HUMAN SERVICES
ADMINISTRATION FOR CHILDREN & FAMILIES
OFFICE OF PLANNING, RESEARCH, & EVALUATION**

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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 Online Survey (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 Online Survey (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.