

**Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback" (OMB Control Number: 0923-0047)**

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**TITLE OF INFORMATION COLLECTION:** ATSDR Safe Child Care Siting Survey

**PURPOSE:** The purpose of this survey is to collect information from twenty-five cooperative agreement state partners about the childcare licensing requirements and policies in their state. The Agency for Toxic Substances and Disease Registry (ATSDR) Division of Community Health Investigations (DCHI) formed an internal working group to develop and implement ATSDR's planned strategy for safe child care and early learning siting efforts. ATSDR is seeking approval to collect feedback from twenty-five state health officials that will support DCHI strategic efforts to ensure proper site and environmental assessments are conducted at potential childcare and early learning facilities. ATSDR will use this information to raise awareness about safe child care siting efforts and processes within communities located where chemical and physical hazards have been considered. This information will be collected via Survey Monkey.

**DESCRIPTION OF RESPONDENTS:** 25 state health officials, responding in their official capacity.

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

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Survey Questionnaire |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group          |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> 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: Michelle Howard 4/24/15

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
State health officials	25	5/60	2
<b>Totals</b>	<b>25</b>	<b>5/60</b>	<b>2</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$6,400. The cost estimate follows. Managing this survey will take 0.05 FTE (\$6,400).

**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?

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?

ATSDR’s Cooperative Agreement Program funds 25 partner organizations. A partner directory, which includes, each state health officials’ name, business phone number, and business email address will be used to identify the potential respondents. The twenty-five Cooperative Agreement state health officials will be provided an on-line link, using the email addresses from the partner directory to access the survey (Attachment A). The questionnaire will not collect any personally identifiable information, as the state health officials are answering the questionnaire in their official capacity.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)

Web-Based or other forms of Social Media

ATSDR-DCHI will use SurveyMonkey® to collect the on-line survey responses. The use of SurveyMonkey® has been reviewed and approved to be compliant with HHS IT security standards. An IT security plan is in place for this application.

Telephone

In-person

Mail

Other, Explain

2. Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**

The following attachments are included:

Attachment A. Email Invitation for ATSDR Safe Child Care Siting Survey

Attachment B. ATSDR Safe Child Care Siting Survey (text)

Attachment C. ATSDR Safe Child Care Siting Survey (on-line)