

**Pilot Test Data Collection (OMB 0970-0355)**

*Supporting Statement Part B*

**Measurement Development: Quality Relationship of Family and  
Family Services Staff in Head Start/Early Head Start**

*November 2014*

**B. STATISTICAL METHODS (USED FOR COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS)**

**B.1. Respondent Universe and Sampling Methods**

Two measures (one for family services staff and one for parents about family services staff) will be pilot-tested with up to 60 family services staff and 120 parents in Head Start/Early Head Start programs. A convenience sample of Head Start/Early Head Start programs will be selected by Westat/Child Trends and contacted with the support of the Office of Head Start (OHS). Respondent participation in the pilot test will be completely voluntary.

**B.2. Procedures for the Collection of Information**

Westat/Child Trends will recruit participants after first obtaining permission to contact family services staff and parents from the Early Head Start/Head Start director, mail hard copies of the measures to participants, and collect and analyze the data collected from the measures. Participants will be recruited from Head Start/Early Head Start programs in the Washington, D.C., metropolitan area as well as other large metropolitan areas and rural areas across the county.

***Program Recruitment***

Head Start/Early Head Start programs will be identified and recruited with the assistance of the Office of Head Start. A prenotice letter (see Appendix E) will be sent out to the program directors of identified Head Start/Early Head Start programs, and Westat/Child Trends staff will then call these program directors to obtain their consent for Westat/Child Trends staff to contact family services staff at the program (see Appendix H). A response burden of 10 minutes per director is estimated for reading the prenotice letter and participating in the recruitment phone call.

***Family Services Staff Recruitment***

Once permission has been obtained from the program director, Westat/Child Trends staff will contact family services staff from the program by phone to request their participation in the pilot test (Appendix I). Family services staff will be sent a cover letter (Appendix F) and asked to complete one self-administered measure (Appendix A or C) to mail back to Westat. Also, they will be asked to give the parent cover letter (Appendix G) and parent measure (Appendix B or D) to the next two families that they will see from their caseload. To thank them for their participation, all participants will receive a check for \$20 upon receipt of their completed measures back at Westat (Appendix J). The estimated response burden for each participating family services staff member is 25 minutes (10 minutes for the recruitment call, and 15 minutes for reading the cover letter and completing the measure), and it is estimated to take each parent 10 minutes to read the cover letter and complete the parent measure.

**B.3. Methods to Maximize Response Rates and Deal with Nonresponse**

To maximize response rates, Westat staff will give the self-administered measures to family services staff and parents to be completed at a time that is most convenient for them. If the completed survey is not returned to Westat within two weeks, we will follow-up with the

respondents by phone calls. In addition, Spanish versions of the measure are available for Spanish-speaking respondents.

#### **B.4. Test of Procedures or Methods to be Undertaken**

The proposed procedures for the data collection for the family services staff measures have been successfully applied in other similar studies conducted by Westat (including this study), and there are no further plans to test these procedures.

#### **B.5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

The data collection team is led by Dr. Kwang Kim and Ms. Valerie Atkinson at Westat. Dr. Ning Rui at Westat is responsible for statistical analysis of the pilot test data.