

# **Pre-testing of Evaluation Surveys**

**Information Collection Request**

**0970 - 0355**

## **Supporting Statement**

### **Part B**

**January 2015**

Submitted By:

Office of Planning, Research and Evaluation  
Administration for Children and Families  
U.S. Department of Health and Human Services

7<sup>th</sup> Floor, West Aerospace Building  
370 L'Enfant Promenade, SW  
Washington, D.C. 20447

### **B1. Respondent Universe and Sampling Methods**

ACF will use the data collected for questionnaire development activities. Generally, the testing activities undertaken as part of this clearance have and will involve purposive samples with respondents selected either to cover a broad range of demographic subgroups or to include specific characteristics related to the topic of the survey. In some instances, a probability sample may be drawn, for example, for mail surveys or to permit statistical comparisons about the effectiveness of alternative procedural treatments. A description of the plans for selecting respondents will be provided to OMB as part of each individual information collection request.

### **B2. Procedures for Collection of Information**

Data collection procedures for the testing conducted under this clearance will vary but are likely to include in-person or telephone interviews, mail surveys and discussion guides. Statistical results will address a variety of issues including response rates, item non-response rates, frequency distributions of data items, and analysis of behavior coding and respondent debriefing data. Each individual information collection request will provide specific information about data collection procedures for each individual information collection.

### **B3. Methods to Maximize Response Rates and Deal with Nonresponse**

#### ***Expected Response Rates***

Expected response rates will vary for individual information collection requests. Information about expected response rates will be provided with individual information collection requests.

#### ***Maximizing Response Rates and Dealing with Nonresponse***

In general, callbacks will be used to maximize response rates in telephone surveys; reminder phone calls, 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. Tallies will be kept of the number of non-respondents to all testing activities. More specific information will be contained in the description provided to OMB at the time the questionnaires are submitted. Each individual information collection request will provide --specific information about methods to maximize response rates and deal with nonresponse.

### **B4. Tests of Procedures or Methods to be Undertaken**

The purpose of this information collection request is to test data collection instruments and survey procedures. ACF expects that all the tests conducted under this clearance will result in improved questionnaires and/or procedures and thus reduced respondent burden.

### **B5. Individual Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

Advice on statistical aspects of each individual survey will be sought as the testing program proceeds. Depending on the nature of the research, ACF/OPRE staff and research and evaluation contractors will have responsibility for data collection and analysis. Additional information about consultation and contact information will be provided to OMB within each individual justification package.