

Formative Data Collections for Policy Research

**OMB Information Collection Request
0970 - 0356**

Supporting Statement

Part B

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B1. Respondent Universe and Sampling Methods

Given the nature of the information collection activities under this request, the universe and respondent selection varies considerably. However, for the most part, the discussions, interviews, focus groups, and observations undertaken as part of this clearance will involve purposive samples with respondents selected either to cover a broad range of groups or to include specific characteristics related to the topic of the study. Since these information collections will be undertaken primarily for internal decision-making, technical assistance, research planning, and contextualization of research findings, ACF does not, at this time, anticipate undertaking a statistically sophisticated strategy for selection. 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 under this clearance will vary, but will most likely include personal visits, telephone discussions, and perhaps mail surveys. 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 for telephone field 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. 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

When necessary, potential instruments will be pre-tested with 9 or fewer individuals. Results from these pre-tests will be incorporated into any final instruments prior to submission to OMB. When applicable, specific information will be included in individual information collection requests.

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

Advice on statistical aspects of each individual data collection will be sought as the data collection is developed. 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.