




November 18, 2015

TO: OMB Desk Officer

CC: Sherette Funn, OCIO / OS Report Clearance Officer

FROM: Zinethia Clemmons, Sr. Health Information Privacy Specialist 

RE: Non-substantive change request for OMB control #0945-0007

Non-substantive change request for OMB control #0945-0007

HHs is requesting approval for a non-substantive change to the information collection assigned OMB control number 0945-0007, which expires on March 31, 2018.

This Pre-Audit Screening Questionnaire will enable OCR to determine characteristics about a given entity in relation to the overall sample pool of potential auditees and select the entities that best fit OCR criteria for OCR's desired auditee population. Generally, OCR is looking to obtain an appropriate mix of size and complexity of entities to be audited.

Proposed Adjustment to the Screening Questionnaire

OCR requests permission to update the form by asking business associate respondents to submit an approximate number of covered entities for which they provide covered functions as well as an approximation of their total revenue from business associate activities. We are making this change because entities may not be able to provide exact amounts. In addition, we no longer require business associates to provide the number of each type of covered entity with which they have business associate agreements, thus, we are removing this question altogether.

No Impact on Respondent Burden

As described above, these non-substantial technical modifications to the questionnaire do not require an adjustment to the respondent burden associated with this data collection effort.

The table below shows the data collection burden, which remains unchanged from the data collection burden previously approved by OMB on March 31, 2015.

Type of Respondent	Form Name	No. of Respondents	No. Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours
Covered Entity Administrator or Privacy Officer(s)	OCR Pre-Audit Screening questionnaire	500	1	0.5 (or 30 mins)	250
Business Associate Administrator	OCR Pre-Audit Screening questionnaire	200	1	0.5 (or 30 mins)	100
Total					350