

**DOCUMENTATION FOR THE GENERIC CLEARANCE  
FOR THE COLLECTION OF QUALITATIVE RESEARCH & ASSESSMENT**

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**TITLE OF INFORMATION COLLECTION:** CDER Library 1 Test Model

- INTERVIEWS
- SMALL DISCUSSION GROUPS
- FOCUS GROUPS
- QUESTIONNAIRES
- OTHER

**DESCRIPTION OF THIS SPECIFIC COLLECTION**

**1. Intended purpose**

The Department of Health and Human Services DATA Act Program Management Office (DAP) has been designated by Office of Management and Budget (OMB) as the executing agent for the Section 5 Grants Pilot (Pilot). As such, DAP has developed a framework which includes six Test Models to implement this Pilot.

The Common Data Element Repository (CDER) Library is designed to be a federal-wide online, searchable repository for grants-specific data standards, definitions, and context. The CDER Library provides a forum to engage federal and public stakeholders in further defining federal financial and business terms/definitions inclusive of agreed-upon standardized data elements. Through the Pilot, the CDER Library will be tested for its utility to reduce recipient burden by providing an easy to use resource for standard terminology provided as a result of the DATA Act and Uniform Grants Guidance. The CDER Library has the potential to be a tool for assisting the Federal Government in managing and creating information collections through a data centric based approach.

In this Test Model, DAP will divide the participants into two groups (group A and group B). DAP will instruct one group to use CDER Library to complete a Data Collection Tool using information contained in a hypothetical Federal financial assistance scenario. DAP will instruct the other group to complete the Data Collection Tool without CDER. All participants will then be asked to complete a questionnaire regarding their opinions on the existence of a tool that houses common terms.

**2. Need for the collection**

If recipients are provided with definitions of data elements through CDER Library, then they will be able to complete forms in a timelier and more accurate manner and therefore reduce burden.

**3. Planned use of the data**

After participants complete the Data Collection Tool, participants will complete a questionnaire to obtain their sentiment on the existence of a tool that houses common terms, specifically relating to the reduction of burden. DAP will analyze this data and make recommendations to include in OMB's report to Congress.

#### **4. Date(s) and location(s)**

We are seeking approval to collect data from through an online questionnaire (via webinar) and in person events held from November 2016 through May 2017.

#### **5. Collection procedures**

Webinar participants will be sent an email containing instructions on how to participate as well as links to the online data collection tool and questionnaire. During the in person events, participants will be provided hard copies of the Instructions, scenario, Data Collection Tool, and questionnaire. These will be collected after the Test Model session.

#### **6. Number of collections (e.g., focus groups, questionnaires, sessions)**

DAP will administer the Test Model remotely via webinar and via in person events.

#### **7. Description of respondents/participants**

The participants of the CDER Library 1 Test Model will consist of a diverse group of recipients of Federal awards identified through publicly available information on the USASpending.gov website as well as those who volunteer to attend in person events.

#### **8. Description of how results will be used**

DAP will use these results to gain insight about possible burden reduction by simplifying access to data necessary to perform routine reporting by use of the CDER Library. DAP will use the responses to develop non-generalizable recommendations for reducing recipient burden, as applicable.

#### **9. Description of how results will or will not be disseminated and why or why not**

An analysis of the Data Collection Tool and questionnaire results will be included in OMB's report to Congress in 2017. Outside of the report to OMB, if it is deemed appropriate and necessary to disseminate information related to this data collection, DAP will follow the HHS "Guidelines for Ensuring the Quality of Information Disseminated to the Public," and will include specific discussion of the limitation of the qualitative results discussed above. DAP may also receive requests to release the information (e.g., congressional inquiry, Freedom of Information Act requests, etc.), and will comply with those requests as appropriate.

#### **AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE**

Not Applicable.

## **BURDEN HOUR COMPUTATION**

<b>Test Model</b>	<b>Type of Respondent</b>	<b>Number of respondents</b>	<b>Average Burden (in hours) per Response</b>	<b>Total Burden Hours</b>
1	CDER Library	50	30 minutes	25

## **OTHER SUPPORTING INFORMATION**

**REQUESTED APPROVAL DATE:** November 18, 2016

**NAME OF CONTACT PERSON:** Debbie Kramer

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**DEPARTMENT/OFFICE/BUREAU:** HHS/OS/DAP