**MEMORANDUM OMB # 1850-0803 v. 182**

DATE: December 2, 2016

TO: Kashka Kubzdela

 National Center for Education Statistics

FROM: Sarah Grady

 National Center for Education Statistics

SUBJECT: National Household Education Surveys Program (NHES) Web Data Collection Test [Revision to a previously approved package (1850-0803 v.163)]

The NHES Web Data Collection Test package was approved in August 2016 (OMB# 1850-0803 v.163). In November 2016 we learned that previous cost estimates from the data collector had not been accurate and a budget shortfall necessitated cutbacks in the scale of the NHES Web Test.

As a result, this request is to make the following changes to the approved collection plans:

* Reduce the study sample from 100,000 starting addresses to 97,500 starting addresses.
* Redesign the incentive experiment so that it now comprises only a 14,625 random subsample of addresses receiving $2 instead of $5 with the initial mailing.
* Eliminate the advance letter experiment.
* Eliminate the automated phone reminder experiment.
* At the screener level, send half of all third mailing packages by first class USPS mail instead of the costlier FedEx.
* At the topical level, eliminate two mailings and two email reminders and send the one remaining topical mailing by FedEx.

In addition to these changes, we have revised some of the web-based data collection screens in order to make the instrument more respondent-friendly.

Volume I and Appendixes B and D-F have been revised to reflect these changes. An additional Appendix G has been added to show the results of the usability testing that was conducted for NCES by the U.S. Census Bureau in October 2016 (OMB# 1850-0803 v.157).

Following are the original and the revised burden tables from Volume I.

**Original Estimates of Hourly Burden for 2017 NHES Web Test (from August 2016, approved ICR package submission)**

**Table 1. Estimated response burden for NHES:2017 Web Data Collection Test**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Interview forms | Number sampled | Anticipated Response Rate | Estimated Number of Respondents | Estimated Number of Responses | Burden per Respondent (minutes) | Total Burden (hours) |
| Screener1 | 90,000 | 40% | 36,000 | 36,000 | 4 | 2,400 |
| ECPP questionnaire  | 1,825 | 90% | 1,643 | 1,643 | 20 | 548 |
| PFI-Enrolled questionnaire | 4,062 | 90% | 3,656 | 3,656 | 20 | 1,219 |
| PFI-Homeschooled questionnaire | 94 | 90% | 85 | 85 | 20 | 28 |
| ATES questionnaire | 20,175 | 80% | 16,140 | 16,140 | 11 | 2,959 |
| ECPP plus PFI-Enrolled questionnaire | 526 | 90% | 473 | 473 | 36 | 284 |
| ECPP plus PFI-Homeschooled questionnaire | 12 | 90% | 11 | 11 | 36 | 7 |
| ATES plus ECPP questionnaire | 750 | 90% | 675 | 675 | 31 | 349 |
| ATES plus PFI-Enrolled questionnaire | 2324 | 90% | 2,092 | 2,092 | 31 | 1,081 |
| ATES plus PFI-Homeschooled questionnaire | 54 | 90% | 48 | 48 | 31 | 25 |
| **Study Total** |   |  | 60,823 | 60,823 |  | 8,900 |

1Approximately 10% of addresses will be returned by USPS as invalid, reducing the final sample size to 90,000 addresses. Calculations of number of screener respondents are based on 90,000 addresses rather than 100,000.

NOTE: Eligibility and response rates for the national sample are estimated based on NHES:2016.

**Revised Estimates of Hourly Burden for Updated 2017 NHES Web Test**

**Table 2. Revised estimated response burden for NHES:2017 Web Data Collection Test**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Interview forms | Number sampled | Anticipated Response Rate | Estimated Number of Respondents | Estimated Number of Responses | Burden per Respondent (minutes) | Total Burden (hours) |
| Screener1 | 87,750 | 40% | 35,100 | 35,100 | 4 | 2,340 |
| ECPP questionnaire  | 1,779 | 90% | 1,601 | 1,601 | 20 | 534 |
| PFI-Enrolled questionnaire | 3,960 | 90% | 3,564 | 3,564 | 20 | 1,188 |
| PFI-Homeschooled questionnaire | 92 | 90% | 83 | 83 | 20 | 28 |
| ATES questionnaire | 19,671 | 80% | 15,737 | 15,737 | 11 | 2,885 |
| ECPP plus PFI-Enrolled questionnaire | 513 | 90% | 462 | 462 | 36 | 277 |
| ECPP plus PFI-Homeschooled questionnaire | 12 | 90% | 11 | 11 | 36 | 7 |
| ATES plus ECPP questionnaire | 731 | 90% | 658 | 658 | 31 | 340 |
| ATES plus PFI-Enrolled questionnaire | 2,266 | 90% | 2,039 | 2,039 | 31 | 1,053 |
| ATES plus PFI-Homeschooled questionnaire | 53 | 90% | 48 | 48 | 31 | 25 |
| **Study Total** |   |  | 59,303 | 59,303 |  | 8,677 |

1Approximately 10% of addresses will be returned by USPS as invalid, reducing the final sample size to 87,750 addresses. Calculations of number of screener respondents are based on 87,750 addresses rather than 97,500.

NOTE: Eligibility and response rates for the national sample are estimated based on NHES:2016.