

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

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## TITLE OF INFORMATION COLLECTION:

Youth Engagement Strategies – Key Informant Interviews

INTERVIEWS

SMALL DISCUSSION GROUPS

FOCUS GROUPS

QUESTIONNAIRES

OTHER (EXPLAIN: )

## DESCRIPTION OF THIS SPECIFIC COLLECTION

### 1. Intended purpose

The U.S. Department of Health and Human Services Office of the Assistant Secretary for Planning and Evaluation (HHS/ASPE) proposes to conduct interviews with key informants who work in youth-serving organizations to identify information about effective and innovative strategies for engaging youth and young adults (ages 10-24). The informants will be staff from youth-serving organizations that are knowledgeable about the organization's youth engagement strategies.

### 2. Need for the collection

To our knowledge, there is no information that has been or is currently being collected similar to these questions that will be asked. This is an exploratory study to answer questions that we currently do not have the data to answer. Findings will further the goals and strategies of the Interagency Working Group on Youth Programs' strategic plan, *Pathways for Youth*.

### 3. Planned use of the data

Data will be collected and used for identifying innovative and best practices for youth engagement. The interviews may provide information about relevant organizations to invite to a future convening on this topic.

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

Data collection will begin in February 2017 and continue until May 2018.

### 5. Collection procedures

We have been working with Youth Engagement Consultant interns, who have used publically available information to identify relevant youth-serving organizations to approach for these interviews. The staff selected for interviews will be representing their organization and providing

information about their organization. We will not be asking any for any personally identifiable information. We anticipate a sample of up to 50 key staff to be selected for interviews.

We have developed a telephone interview guide (not more than 45 minutes in length) that focuses on the following topics: youth engagement approaches, perceptions of the possible impact of youth engagement, and lessons learned that respondents would like to share with other organizations that engage youth. Each interview will be tailored to incorporate unique information about the specific organization the informant represents. The study team (Drs. Cheri Hoffman, Michelle Boyd, and Sarah Oberlander) have developed the interview guide and have expertise qualitative methodology.

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

We anticipate a sample of up to 50 key staff to be selected for interviews.

**7. Description of respondents/participants**

Respondents will be staff with extensive knowledge of the youth engagement strategies used by their youth-serving organizations.

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

Results will be used to compile best practices and innovative youth engagement strategies used by youth-serving organization. Results may also be used to invite individuals and organizations to a future convening to discuss these topics.

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

Results from this project will be summarized and disseminated to the 19 federal partner members in the Interagency Working Group on Youth Programs, in person and by email. We may create a short summary of the results for dissemination through youth.gov, the ASPE-managed website of the Interagency Working Group on Youth Programs.

**AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE**

There is no proposed stipend or incentive.

**BURDEN HOUR COMPUTATION** (*Number of responses (X) estimated response or participation time in minutes (/60) = annual burden hours*):

Type of Respondent	No. of Respondents	No. of Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Youth-Serving Organization	50	1	45/60	37.5	\$21.33	\$800

Staff						
TOTALS	50	50		37.5		\$800

**BURDEN COST COMPUTATION**

Staff	Average Hours per Collection	Average Hourly Rate	Average Cost
Youth Engagement Consultants	75	--	--
Social Science Analyst, GS 13	10	\$45	\$450
Social Science Analyst, GS 14	10	\$54	\$540
Social Science Analyst, GS 15	20	\$63	\$1260
Estimated Total Cost of Information Collection			\$2250

**OTHER SUPPORTING INFORMATION**

**REQUESTED APPROVAL DATE:** February 15, 2015

**NAME OF CONTACT PERSON:** Sarah Oberlander, Social Science Analyst, HHS/ASPE

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**DEPARTMENT/OFFICE/BUREAU:** U.S. Department of Health and Human Services (HHS), Assistant Secretary of Planning and Evaluation (ASPE), Human Services Policy (HSP)