

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: MIECHV Grantee Feedback on Data and Evaluation Technical Assistance

PURPOSE: To collect feedback from Maternal, Infant, Early Childhood, Home Visiting Program (MIECHV) grantees to gauge interest in and need for technical assistance for performance measurement, continuous quality improvement, and evaluation-related grant activities. Key program staff will engage in small group discussion about their current capacities and goals within these topic areas and identify priority areas where technical assistance is desired. The program staff will be asked to explain any challenges or resources within their states for meeting their data-related goals, and to provide feedback on preferred technical assistance approaches. Data from the interviews will be summarized in an internal memo to ACF.

Information from the MIECHV Grantee Feedback on Data and Evaluation Technical Assistance will be used to help ACF plan technical assistance activities that are tailored to grantee capacities and priorities. Feedback will help ACF to plan activities responsive to individual grantee goals, as well as to plan universal technical assistance activities based on common themes across grantees.

DESCRIPTION OF RESPONDENTS: MIECHV grantee staff who oversee and coordinate grant activities related to performance measurement, continuous quality improvement, and evaluation. Respondents will include Program Directors, and Data Leads. Most states/territories also employ CQI Leads and Evaluators and these staff will join the discussions. Input from each of these roles will provide a valuable perspective. Respondents from each of the 56 states/territories with MIECHV grants will participate with their teams in small group, semi-structured phone discussions led by ACF-contracted TA providers.

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group

- Customer Satisfaction Survey
- Small Discussion Group
- Other: _____

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: ___Nicole Denmark_____

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [] Yes [x] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [] Yes [] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [] Yes [] No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [] Yes [x] No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Grantee Project Directors	56	.75	42
Grantee Data Leads	56	.75	42
Grantee CQI Lead	45	.75	34
Grantee Evaluators	45	.75	34
Totals	202	.75	152

FEDERAL COST: The estimated annual cost to the Federal government is _\$16,000_____

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
[x] Yes [] No

The universe of potential respondents consists of MIECHV staff teams (typically Project Director, Project Data Lead, and sometimes Project CQI Lead, and Project Evaluator). These staff teams are composed of the individuals who participate in monthly grant progress calls with their Federal Project Officers. Each of the 56 grantee teams will be invited to participate in the data and evaluation capacity planning discussion. The Project Director will be asked to invite relevant team members for the call. During the call all team members will participate, although we anticipate that Data Leads, CQI Leads and Evaluators will respond primarily to questions about the grant activities which they oversee.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
2. Will interviewers or facilitators be used? Yes No