

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

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## TITLE OF INFORMATION COLLECTION:

Using Evaluation Results to Drive Decision-Making

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 subject matter experts in evidence-based policymaking to further understand the barriers and facilitators of evidence-based decision-making by decision-makers. The subject matter experts will be from academic, government, and non-governmental organizations.

### 2. Need for the collection

The purpose of this project is to explore, through review and analysis, how HHS, and potentially other organizations such as states or localities, use evaluation results for decision-making purposes. HHS conducts research and evaluation to support the mission of programs, policies, operating and staff divisions, and the Department writ large. Given that the research and evaluation conducted should be to improve programs and drive decision-making, likely in the policy or program context, we believe there should be more attention paid to understanding how we use evaluation and research results as well as where there are opportunities for improvement for decision-making. This project has two phases: (1) A contractor conducted a systematic review of the literature of using evaluation results for decision-making; and (2) A contractor will conduct a series of key informant interviews to determine barriers and facilitators in evidence-based decision-making.

The information collection proposed in this project will provide an overview of the current state of using evidence to drive decision-making in HHS programs that will help guide further HHS research and exploratory efforts.

### 3. Planned use of the data

The information collected from this study will be used for identifying opportunities, challenges, and key issues in using evaluation results for decision-making.

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

Data collection will begin in June 2018 and continue through July 2018.

**5. Collection procedures**

The project will consist of 20 semi-structured interviews with subject matter experts (SMEs) in evidence-based policymaking, over the phone, for approximately 60 minutes each. The contractor will contact those selected to schedule their interviews by first emailing them an invitation, followed by a second email to answer any questions they may have and to determine their willingness to be interviewed. After SMEs have agreed to participate in the study, then the interviews will be conducted, recording respondents’ answers in writing and audio recording the sessions. Audio recordings of the interviews will be reviewed to update the written information so that we have a complete record of feedback from each interview.

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

There will be a maximum of 25 subject matter experts interviewed.

**7. Description of respondents/participants**

Interviewees will be individuals with extensive knowledge of evidence-based policymaking and decision-making in the context of health and human services programs.

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

The results will be used to understand the barriers, facilitators, and issues to consider in how evaluation results are used for decision-making. We hope the interviews will identify further areas of exploration and study.

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

Results from this project will be summarized in a final report and presented to HHS/ASPE by the contractor. The report will be posted on ASPE’s website.

Respondents will receive a summary of the interview for their review.

**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

Big Data Subject Matter Expert	25	1	1	25	\$67.91	\$1,697.75
TOTALS	25	1	1	25		\$1,697.75

**BURDEN COST COMPUTATION**

Staff	Average Hours per Collection	Average Hourly Rate	Average Cost
Project Officer GS 15	37.5	\$77.58	\$2909.25
Project Officer GS 11	37.5	\$31.87	\$1195.13
Estimated Total Cost of Information Collection	\$ 4104.38		

**OTHER SUPPORTING INFORMATION**

**REQUESTED APPROVAL DATE:** June, 2018

**NAME OF CONTACT PERSON:** Amanda Cash, Senior Advisor, HHS/ASPE

**TELEPHONE NUMBER:** 202.260.0362

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