

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

TITLE OF INFORMATION COLLECTION: Feedback on the “Looking forward to the 2019 National Survey of Early Care and Education” webinar scheduled for 2/1/18

PURPOSE: We are seeking feedback on the upcoming webinar about the National Survey of Early Care and Education (NSECE), which is sponsored by the Office of Planning, Research and Evaluation of the Administration for Children and Families. OPRE will be conducting a webinar “Looking forward to the 2019 National Survey of Early Care and Education,” and seeks feedback from webinar attendees to better understand the extent to which the webinar achieves the purposes set by webinar authors, why the participants attended the webinar, as well as general feedback on the proceedings. We propose to ask these questions at the close of the webinar through an online survey that attendees can complete in the last few minutes of the session.

DESCRIPTION OF RESPONDENTS: The respondents will be the attendees of the upcoming webinar, “Looking forward to the 2019 National Survey of Early Care and Education” on February 1st, 2018. Attendees may include ACF grantees, contractors, and other stakeholders from academic institutions, research organizations, state agency staff, training and technical assistance organizations in the field of early care and education. Past webinars about the NSECE have ranged in attendance from 30 to 200, depending on the nature of the webinar topic. We expect this webinar to attract approximately 60 to 80 individuals who are interested in learning about the agency’s plans for the 2019 NSECE.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> 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: Ann C. Rivera, Office of Planning, Research and Evaluation, Administration for Children and Families

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes 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 No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Webinar attendees (Individuals)	60	4 minutes	4 hours
Totals			4 hours

FEDERAL COST: The estimated annual cost to the Federal government is ___\$160_____

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?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The universe will be the attendees of the upcoming webinar, “Looking forward to the 2019 National Survey of Early Care and Education” on February 1st, 2018. These attendees were either invited by the NSECE team directly through the NSECE data users mailing list, or had the announcement forwarded to them from someone on this list. The list itself is entirely voluntary; users sign up from ACF-sponsored NSECE webpage and can remove themselves from the list at any time. Other webinar participants may come from invitations sent to CCDF administrators, ACF National Training and Technical Assistance System, and to various members of the early care and education research and practice communities suggested by NSECE project team members.

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