

## **Appendix E - Assumptions of Calculation of Burden Estimates in Table A.4**

The following assumptions were used for the calculation of burden estimates in Table A.4

### **Attachment 1 - Screening questions for parenting intervention (applicant burden)**

Fathers will be screened to assess eligibility for parenting intervention services. Across three parenting intervention sites, approximately 4,000 fathers will be screened over a three year time period. The screening process is estimated to take approximately 5 minutes. The annual burden is thus 111 hours (1,333 annual respondents multiplied by 0.083 average burden hours per response).

### **Attachment 1 - Screening questions for parenting intervention (staff burden)**

Program staff will screen fathers to assess eligibility for parenting intervention services. Across three parenting intervention sites, approximately 36 staff members will screen fathers over three years (12 staff per site). Each staff person will screen an average of 111 fathers (4,000 fathers / 36 staff). The screening process is estimated to take approximately 5 minutes. The annual burden is thus 111 hours (12 annual respondents \* 111 responses per respondent \* 0.083 average burden hours per response).

### **Attachment 2 - Screening questions for employment intervention (applicant burden)**

Fathers will be screened to assess eligibility for employment intervention services. Two of the sites testing the employment intervention will be using screening instruments that they already use for program services, and therefore burden for these screening instruments is not included here. In the remaining employment intervention site, approximately 900 fathers will be screened over a three year time period. The screening process is estimated to take approximately 15 minutes. The annual burden is thus 75 hours (300 annual respondents \* 0.25 average burden hours per response).

### **Attachment 2 - Screening questions for employment intervention (staff burden)**

Program staff will screen fathers to assess eligibility for employment intervention services. Two of the sites testing the employment intervention will be using screening instruments that they already use for program services, and therefore burden for these screening instruments is not included here. In the remaining employment intervention site, approximately 12 staff members will screen fathers over three years. Each staff person will screen an average of 75 fathers (900 fathers / 12). The screening process is estimated to take approximately 15 minutes. The annual burden is thus 75 hours (4 annual respondents \* 75 responses per respondent \* 0.25 average burden hours per response).

### **Attachment 3 - Consent Materials for Parents of Fathers under 18 (parent of applicant burden)**

If an applicant is a minor, it will be necessary to obtain consent from the applicant's parent as well as from the applicant himself, unless the state's emancipated minor laws make this unnecessary. The study team anticipates that one-third of program applicants in the parenting sites (500 applicants) will be minors and consent will be collected over three years. The consent process is estimated to take approximately 10 minutes. The annual burden is therefore 28 hours (167 annual respondents \* 0.167 average burden hours per response).

### **Attachment 3 - Consent Materials for Parents of Fathers under 18 (staff burden)**

For applicants who are minors, staff members will have to call the applicants' parents to walk them through a consent form. Across the three parenting sites, approximately 36 staff members will explain consent to applicants' parents over three years (12 staff per site). Each staff person will explain consent to an average of 14 parents (500 fathers / 36 staff). The consent process is estimated to take approximately 10 minutes. The annual burden is thus 28 hours (12 annual respondents \* 14 responses per respondent \* 0.167 average burden hours per response).

### **Attachment 4 - B3-specific eligibility data (applicant burden)**

Staff members in programs that are federal Responsible Fatherhood Grantees have to enter information about fathers and their program participation into the nFORM MIS, an MIS being developed by the Fatherhood and Marriage Local Evaluation and Cross-site (FaMLE Cross-site) Project (0970-0460). The B3 study is collecting some additional information on study eligibility at enrollment. B3 specific eligibility will be largely determined using paper instruments before staff members enter any data into nFORM. Once the paper screeners have been completed, a few key data fields will be entered in the nFORM MIS system by staff. This data entry is estimated to take 1 minute to collect. It would be collected from an estimated 6,400 applicants for a total of 36 annual burden hours (2,133 annual respondents \* 0.017 average burden hours per response).

### **Attachment 4 - B3-specific eligibility data (staff burden)**

Staff members in programs that are federal Responsible Fatherhood Grantees have to enter information about fathers and their program participation into the nFORM MIS, an MIS being developed by the Fatherhood and Marriage Local Evaluation and Cross-site (FaMLE Cross-site) Project (0970-0460). The B3 study is collecting some additional information on study eligibility at enrollment. B3 specific eligibility will be largely determined using paper instruments before staff members enter any data into nFORM. Once the paper screeners have been completed, a few key data fields will be entered in the nFORM MIS system by staff. This data entry is estimated to take 1 minute to collect. It would be collected from an estimated 6,400 applicants. Each staff member (72 staff total, 12 staff per site) will have to enter the data an average of 89 times (6,400

applicants / 72 staff members) for a total of 36 annual burden hours (24 annual respondents \* 89 responses per respondent \* 0.017 average burden hours per response).

### **Attachment 5 - B3-specific enrollment data (applicant burden)**

Staff members in programs that are federal Responsible Fatherhood Grantees have to enter information about fathers and their program participation into the nFORM MIS, an MIS being developed by the Fatherhood and Marriage Local Evaluation and Cross-site (FaMLE Cross-site) Project (0970-0460). The B3 study is collecting some additional information from sample members at enrollment.

A social security number, two questions about type of cell phone and texting plans, and contact information for others who know how to get in touch with the father will be collected from an estimated 2,700 sample members over a three year period. This data collection is estimated to take 5 minutes and 30 seconds per sample member for a total of 83 annual burden hours (900 annual respondents \* 0.092 average burden hours per response). Information on criminal justice ID numbers would be collected from all 1,200 sample members in sites testing the employment intervention. This is estimated to take 2 minutes for a total of 13 annual burden hours (400 annual respondents \* 0.033 average burden hours per response). Finally, select information on the focal child and co-parent would be collected from all 1,500 sample members in sites testing the parenting intervention. This is estimated to take 5 minutes for a total of 42 annual burden hours (500 annual respondents \* 0.083 average burden hours per response). The annual burden is thus 138 hours (83 + 13 + 42).

### **Attachment 5 - B3-specific enrollment data (staff burden)**

Staff members in programs that are federal Responsible Fatherhood Grantees have to enter information about fathers and their program participation into the nFORM MIS, an MIS being developed by the Fatherhood and Marriage Local Evaluation and Cross-site (FaMLE Cross-site) Project (0970-0460). The B3 study is collecting some additional information from sample members at enrollment.

Staff members will have to enter some B3-specific enrollment data for an estimated 2,700 sample members over a three year period. This data collection is estimated to take 5 minutes and 30 seconds per sample member and each staff person (72 staff total, 12 staff per site) will have to enter the data an average of 37.5 times (2,700 applicants / 72 staff members) for a total of 83 annual burden hours (24 annual respondents \* 37.5 responses per respondent \* 0.092 average burden hours per response).

Information on criminal justice ID numbers would be collected from all 1,200 sample members in sites testing the employment intervention. This is estimated to take 2 minutes. Each staff member (36 staff total, 12 staff per site) will have to enter the data an average of 33 times (1,200

sample members / 36 staff members) for a total of 13 annual burden hours (12 annual respondents \* 33 responses per respondent \* 0.033 average burden hours per response).

Finally, select information on the focal child and co-parent would be collected from all 1,500 sample members in sites testing the parenting intervention. This is estimated to take 5 minutes. Each staff member (36 staff total, 12 staff per site) will have to enter the data an average of 42 times (1,500 sample members / 36 staff members) for a total of 42 annual burden hours (12 annual respondents \* 42 responses per respondent \* 0.083 average burden hours per response).

The annual burden is thus 138 hours (83 + 13 + 42).

### **Attachment 6 - B3 tracking of attendance in services for program group members (staff burden)**

Staff members in programs that are federal Responsible Fatherhood Grantees have to enter information about fathers and their program participation into the nFORM MIS, an MIS being developed by the Fatherhood and Marriage Local Evaluation and Cross-site (FaMLE Cross-site) Project (0970-0460). The B3 study is collecting additional information about attendance of the fathers in the program group.

Staff will track attendance in enhanced services for the 750 program group members enrolled in the parenting intervention over three years (36 staff total, 12 staff per site), and for the 600 program group members enrolled in the employment intervention over three years (36 staff total, 8 staff per site). The process of collecting this additional information about attendance is expected to take 30 seconds per father per service.

We predict that each staff person in sites testing the parenting intervention will track the attendance of fathers an average of 208 times (up to 10 service sessions to record \* 750 program group members / 36 staff) for a total of 20 annual burden hours (12 annual respondents \* 208 responses per respondent \* 0.008 average burden hours per response).

We predict that each staff person in sites testing the employment intervention will track the attendance of fathers an average of 517 times (up to 31 service sessions to record \* 600 program group members / 36 staff) for a total of 50 annual burden hours (12 annual respondents \* 517 responses per respondent \* 0.008 average burden hours per response).

The annual burden is thus 70 hours (20 + 50).

### **Attachment 7 - Additional nFORM burden for non-Grantee site (applicant burden)**

Fathers in programs that are federal Responsible Fatherhood Grantees have to fill out an Applicant Characteristics questionnaire as part of the Fatherhood and Marriage Local Evaluation and Cross-site (FaMLE Cross-site) Project (0970-0460). Since one of the B3 sites may not be a Responsible Fatherhood Grantee, this notice is requesting additional burden to cover collection

of data from the FaMLE Cross-site Applicant Characteristics questionnaire for a non-Grantee site. Anticipating 450 respondents over three years, with an average response time of 15 minutes, the annual burden is thus 38 hours (150 annual respondents \* 0.25 average burden hours per response).

#### **Attachment 7 - Additional nFORM burden for non-Grantee site (staff burden)**

Staff members in programs that are federal Responsible Fatherhood Grantees have to enter information about fathers and their program participation into the nFORM MIS, an MIS being developed by the Fatherhood and Marriage Local Evaluation and Cross-site (FaMLE Cross-site) Project (0970-0460). Since one of the B3 sites may not be a Responsible Fatherhood Grantee, this notice is requesting additional burden to cover time staff members spend entering data into the nFORM MIS for a non-Grantee site. This additional burden accounts for staff in non-grantee sites entering participant information. It is assumed that there would be one non-Grantee site with 12 staff persons (respondents) total over three years. Every staff member would respond an average of 1,969 times assuming every staff person makes an entry after every service receipt ((225 program group members \* 69 possible instances of service receipt + 225 control group members \* 34 possible instances of service receipt) / 12 staff members) and assuming data is entered into nFORM for 450 enrollees (an average of 38 per staff person). Therefore, the annual burden is 270 hours (4 annual respondents \* 1,931 responses per respondent \* 0.033 average burden hours per response for entry of service receipt data and 4 annual respondents \* 38 responses per respondent \* 0.1 average burden hours per response for time spent on enrollment process).

#### **Attachment 8 - Baseline survey for sites testing parenting intervention**

A baseline survey will be administered to approximately 1,500 participants in three parenting intervention sites over three years. Assuming a 95 percent rate of consent, it is assumed that staff members will go over the consent form with 1,579 fathers in order to get to the sample of 1,500 participants. For 150 fathers in one or two parenting sites, fathers will be asked to sign an additional consent form to grant consent for father/child parenting workshops to be videorecorded (Attachment 21), and, among these 150 fathers, fathers who are custodial parents will be asked to sign a consent form to grant consent for their child to be video recorded during father/child parenting workshops (Attachment 22). The consent process is expected to take 10 minutes on average across 1,579 fathers and the baseline survey is expected to take 30 minutes (for 1,500 fathers.) The annual burden is thus 338 hours (526 annual respondents \* 0.167 average burden hours per response + 500 annual respondents \* 0.5 average burden hours per response).

#### **Attachment 9 - Baseline survey for sites testing employment intervention**

A baseline survey will be administered to approximately 1,200 participants in three employment intervention sites over three years. Assuming a 95 percent rate of consent, it is assumed that staff members will go over the consent form with 1,263 fathers in order to get to the sample of 1,200

participants. The consent process is expected to take 10 minutes (for all 1,263 fathers) and the baseline survey is expected to take 30 minutes (for 1,200 fathers.) The annual burden is thus 270 hours (421 annual respondents \* 0.167 average burden hours per response + 400 annual respondents \* 0.5 average burden hours per response).

#### **Attachment 10 - 6-month follow-up survey for sites testing parenting intervention**

We assume that approximately 90 percent of study participants will respond to a 6-month follow-up survey. Therefore the survey will be administered to approximately 1,350 participants in three parenting intervention sites over three years. We estimate the survey interviews will last 40 minutes per respondent, on average. The annual burden is thus 300 hours (450 annual respondents \* 0.667 average burden hours per response).

#### **Attachment 11 - 6-month follow-up survey for sites testing employment intervention**

We assume that approximately 90 percent of study participants will respond to a 6-month follow-up survey. Therefore the survey will be administered to approximately 1,080 participants in three employment intervention sites over three years. We estimate the survey interviews will last 40 minutes per respondent, on average. The annual burden is thus 240 hours (360 annual respondents \* 0.667 average burden hours per response).

#### **Attachment 12 - Staff and management semi-structured interviews for sites testing parenting intervention**

A total of 108 staff members (including management) will participate in 90 minute semi-structured interviews for sites testing the parenting intervention over three years, assuming 36 staff per site. Anticipating 2 responses per respondent, the annual burden is 108 hours (36 annual respondents \* 2 responses per respondent \* 1.5 average burden hours per response).

#### **Attachment 13 - Staff and management semi-structured interviews for sites testing employment intervention**

A total of 120 staff members (including management) will participate in 90 minute semi-structured interviews for sites testing the employment intervention over three years, assuming 40 staff per site. Anticipating 2 responses per respondent, the annual burden is 120 hours (40 annual respondents \* 2 responses per respondent \* 1.5 average burden hours per response).

#### **Attachment 14 - Staff survey for sites testing parenting intervention**

A total of 120 staff members will be administered a survey in three sites testing the parenting intervention over three years, assuming 40 staff per site. We estimate the surveys will take 40 minutes to complete, on average. Thus, the annual burden is 26.7 hours (40 annual respondents \* 0.667 average burden hours per response).

#### **Attachment 15 - Staff survey for sites testing employment intervention**

A total of 120 staff members will be administered a survey in three sites testing the employment intervention over three years, assuming 40 staff per site. We estimate the surveys will take 40 minutes to complete, on average. Thus, the annual burden is 26.7 hours (40 annual respondents \* 0.667 average burden hours per response).

#### **Attachment 16 - Participant focus groups**

Participant focus groups will be conducted with 160 fathers, assuming 20 focus groups with 8 fathers in each group, over three years. Each focus group is estimated to take up to 2 hours. Therefore, the annual burden is 106 hours (53 annual respondents \* 2 average burden hours per response).

#### **Attachment 17 - Mother Focus Groups**

In three sites testing the parenting intervention, approximately 80 mothers (20 mothers per site) will participate in focus groups, over three years. Each focus group is estimated to take 1 hour, including approximately 5 minutes at the beginning to discuss and obtain consent from the mothers. The annual burden is thus 27 hours (27 annual respondents \* 1.0 average burden hours per response).

#### **Attachment 18 - Mobile device employment survey**

B3 will use mobile phones to collect data from up to 768 sample members in three sites testing the employment intervention over three years. (Taking into account the proportion of sample members we expect to have smartphones or non-smart cellphones and email and the proportion who would respond after multiple attempts to reach the non-respondents, we expect a final response rate of about 50% for each module that we administer.) Respondents will be asked to respond an average of 3 times, with each response taking up to 6 minutes. Therefore, the annual burden is 77 hours (256 annual respondents \* 3 responses from respondents \* 0.1 average burden hours per response).

#### **Attachment 19 - Mobile device parenting and co-parenting survey**

B3 will use mobile phones to collect data from up to 960 sample members in three sites testing the parenting intervention over three years. (Taking into account the proportion of sample members we expect to have smartphones or non-smart cellphones and email and the proportion who would respond after multiple attempts to reach the non-respondents, we expect a final response rate of about 50% for each module that we administer.) Respondents will be asked to respond an average of 3.5 times, with each response taking up to 6 minutes. Therefore, the annual burden is 112 hours (320 annual respondents \* 3.5 responses from respondents \* 0.1 average burden hours per response).

#### **Attachment 20 - Post-session debrief for sites testing parenting intervention**

The post-session debrief notes will be completed by staff working with the program group after each of five sessions in sites testing the parenting intervention. A total of 36 staff members (12 per site) will fill out the forms for 750 program group members over three years. Therefore each staff person will complete the notes up to 104 times (5 sessions \* 750 program group members / 36 staff). We estimate the process of filling out these forms will take no more than 5 minutes per form. Therefore, the annual burden is 104 hours (12 annual respondents \* 104 responses per respondent \* 0.083 average burden hours per response).

#### **Attachment 21 – Consent Materials for Father Video Observations**

A total of 150 fathers in one or two parenting sites who are assigned to the program intervention group will be asked to consent to be video recorded during father/child parenting workshop sessions. The burden of this consent process is covered by the burden estimate for the father consent to the B3 study, described under Attachment 8.

#### **Attachment 22 – Consent Materials for Child Video Observations**

The study team will need consent from the custodial parents of children of non-custodial fathers, in order to video-record the child while participating in father/child workshop sessions. The video observations will be conducted in one or two parenting sites, among fathers randomly assigned to the program intervention group. We expect that this consent will be required for 150 children over three years. We estimate the consent process will take no more than 5 minutes per co-parent. Therefore, the annual burden is 4 hours (50 annual respondents \* 1 response per respondent \* 0.083 average burden hours per response).

Staff working with the program group in one site will be required to obtain consent from the custodial parent to include their child in the video study. A total of 12 staff members will get consent from 150 program group custodial co-parents over three years. Therefore each staff person will get this consent up to 13 times (150 program group members / 12 staff). We estimate the process of filling out these forms will take no more than 5 minutes per form. Therefore, the annual burden is 4 hours (12 annual respondents \* 13 responses per respondent \* 0.083 average burden hours per response).