

Phase II Evaluation Activities for Implementing a Next Generation Evaluation Agenda for the Chafee Foster Care Independence Program

**Generic OMB Information Collection Request for
Formative Data Collection
0970-0356**

Supporting Statement

Part B

April 2016

Submitted By:
Office of Planning, Research and Evaluation
Administration for Children and Families
U.S. Department of Health and Human Services

4th Floor, Mary E. Switzer Building
330 C Street, SW
Washington, D.C. 20201

B1. Respondent Universe and Sampling Methods

The respondent universe for the informational interviews includes up to 120 practitioners from state and local agencies, private organizations, employers and other program partners knowledgeable about programs (including but not limited to housing, employment, postsecondary, and financial education), and services (e.g., specialized case management) for youth transitioning to adulthood from foster care.

- The project team, in consultation with ACF, will explore specialized case management among states that have opted to extend federally funded foster care to age 21. The team will speak to up to 50 respondents
- The team will also identify promising programs in areas including but not limited to employment and postsecondary education across the country. These programs are not limited to states with federally funded extended foster care. The team will speak to up to 70 respondents.

B2. Procedures for Collecting Information

The project team will contact potential respondents individually via email using contact information found on program websites. The team will use an email outreach script and attach a one-page project description (Appendix A) to the email. If necessary, the team will follow up the emails with individualized phone calls to answer any questions respondents may have and to schedule the interviews. Interviews will take place by telephone or in-person and will last approximately 1 hour.

One or two team members will conduct each interview with one person leading the conversation and a second person (if present) taking detailed notes.

Appendices B-1, B-2, and B-3 contain discussion guides that outline the topics the project team will cover in each program area. Topics include questions about the programs or services, the target population, the outreach and referral process, the foster care services context, staffing and training, and any data and evaluation activities or anticipated or documented program outcomes.

Informed Consent

At the start of each interview, the project team will ask respondents for their verbal consent to participate. During the informed consent process, the team will cover the following with all participants: the study's purpose and funder, the nature of the information that will be collected and the information collection procedures, the way in which the information will be used, the potential benefits and risks of participating, and assurance that participation in the study is voluntary. The team will also inform study participants that they may choose to skip any questions or stop participating in the interview at any time. A copy of the consent script that the team will read and give to participants to keep can be found in Appendices B-1, B-2 and B-3. The consent forms include contact information for research team leads.

B3. Methods to Maximize Response Rates and Deal with Nonresponse

ACF anticipates a high response rate among respondents. The project team is identifying promising programs and practices, and expects (from past experience) that respondents will

be deeply invested in serving youth in foster care as well as interested in engaging in conversations, sharing their insights with ACF and potentially being invited to a working group meeting with ACF and other colleagues. To make participation as easy as possible, the project team will work collaboratively with respondents to schedule the interviews at a time that is most convenient. If the potential respondent does not feel that he or she is the best person to participate in the interview, the project team will request suggestions of others to contact.

Though ACF expects high response rates, the interviews are voluntary and respondents may choose not to participate.

B4. Tests of Procedures or Methods to be Undertaken

The project team does not plan to pilot the discussion guides. Given the study's limited timeframe and the exploratory nature of the questions about program and service features, the team does not anticipate needing additional time for piloting. However, the study team will debrief after the initial interviews to discuss any needed adjustments in procedures. If, as a result, edits are made to data collection materials, we will provide them to OMB as a nonsubstantive change.

B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

The information for this study is being collected by the Urban Institute and Chapin Hall at the University of Chicago on behalf of ACF. Co-Principal Investigators Michael Pergamit and Mark Courtney led development of the study design plan and data collection protocols, and will oversee collection and analysis of data gathered through on-site interviews and telephone interviews.

The agency responsible for receiving and approving contract deliverables is:
The Office of Planning, Research, and Evaluation (OPRE),
Administration for Children and Families (ACF)
U.S. Department of Health and Human Services

The Federal project officer for this project is Maria Woolverton.