

THE SUPPORTING STATEMENT

Tribal Maternal, Infant, and Early Childhood Home Visiting Program: Renewal of Program Guidance for Submitting an Annual and Final Report to the Secretary (Renewal of Collection OMB Control No. 0970-0409, Expiration Date 10/31/18)

Specific Instructions

A. Justification

1. Circumstances Making the Collection of Information Necessary

Title V Section 511(e)(8)(A) of the Social Security Act, requires grantees under the Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program for states and jurisdictions submit an annual report to the Secretary of Health and Human Services regarding the program and activities carried out under the program, including such data and information as the Secretary shall require. Section 511 further states that the requirements for the MIECHV grants to tribes, tribal organizations, and urban Indian organizations are to be consistent, to the greatest extent practicable, with the requirements for grantees under the MIECHV program for states and jurisdictions.

The Administration for Children and Families, Office of Child Care, in collaboration with the Health Resources and Services Administration, Maternal and Child Health Bureau, has awarded grants for the Tribal Maternal, Infant, and Early Childhood Home Visiting Program (Tribal Home Visiting). The Tribal Home Visiting discretionary grants support cooperative agreements to conduct community needs assessments; plan for and implement high-quality, culturally-relevant, evidence-based home visiting programs in at-risk tribal communities; establish, measure, and report on progress toward meeting performance measures in six legislatively-mandated benchmark areas; and participate in rigorous evaluation activities to build the knowledge base on home visiting among Native populations.

Tribal Home Visiting grantees have been notified that in every year of their grant, after the first year, they must comply with the requirement for submitting an Annual Report to the Secretary and during the final year of their grants, a Final Report to the Secretary that should feature activities carried out under the program during the past reporting period. In order to assist grantees with meeting the requirements, ACF created guidance for grantees to use when writing their annual and final reports. The existing guidance (Appendix A, OMB Control No. 0970-0409, Expiration Date 10/31/18) provides sections where grantees must address the following:

- Update on Home Visiting Program Goals and Objectives
- Update on the Implementation of Home Visiting Program in Targeted Community(ies)
- Progress toward Meeting Legislatively Mandated Benchmark Requirements
- Update on Rigorous Evaluation Activities
- Home Visiting Program Continuous Quality Improvement (CQI) Efforts
- Administration of Home Visiting Program

- Technical Assistance Needs

2. Purpose and Use of the Information Collection

The purpose of the information collection is to renew and update the existing Tribal Home Visiting Guidance for Submitting an Annual and Final Report to the Secretary (OMB Control No. 0970-0409) that will include instructions for grantees to submit either an annual or final report on the progress of their program to the Secretary, depending on the reporting period. These reports have provided valuable information to HHS and have been used for a number of different purposes including guiding the provision of training and technical assistance to Tribal Home Visiting program grantees, a report to Congress on the status of the program, dissemination activities that highlight the successes and lessons learned of the program, as well as information that assists ACF in developing future policy, program, and collaboration efforts with tribal communities.

3. Use of Improved Information Technology and Burden Reduction

Reports shall be submitted via GrantSolutions.gov per instructions provided to each grantee by the Federal Project Officer.

4. Efforts to Identify Duplication and Use of Similar Information

The information is not available from any other source.

5. Impact on Small Businesses or Other Small Entities

The information being requested has been held to the absolute minimum required for the intended use.

6. Consequences of Collecting the Information Less Frequently

This is an annual submission that Tribal Home Visiting grantees must submit after the first year of their grants. Collecting information less frequently would make it difficult to assess grantee progress throughout the life of the grant, and would make it more difficult to effectively target and provide technical assistance to grantees. Renewing and revising the guidance will allow ACF to continue to track grantee progress annually and allow grantees (when applicable) to submit a final report that summarizes the progress grantees made throughout the entirety of their projects and whether they met all the goals and objectives set forth at the beginning of their grants.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

The collection of information will be conducted in accordance with 5 CFR 1320.5.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

The 60 day notice published 1/30/2018, vol. 83, page 4209.

In the renewal and updating of the instrument, HHS consulted with Tribal Home Visiting contract technical assistance (TA) providers to help ACF refine the report guidance. TA providers have also aided in providing assistance on the revised guidance. (Appendix B) There were no responses to the 60 Day Federal Register Notice. (Appendix C)

9. Explanation of Any Payment or Gift to Respondents

No payments or gifts are provided to respondents.

10. Assurance of Confidentiality Provided to Respondents

The information collection not of a confidential nature, and therefore does not require assurance of confidentiality.

11. Justification for Sensitive Questions

There are no personal questions of a sensitive nature.

12. Estimates of Annualized Burden Hours and Costs

| Instrument | Number of Respondents | Number of Responses per Respondent | Average Burden Hours Per Response | Total Burden Hours |
|-----------------------------------------------------------------------------------------|-----------------------|------------------------------------|-----------------------------------|--------------------|
| Tribal Home Visiting Guidance for Submitting an Annual or Final Report to the Secretary | 25 | 1 | 50 | 1,250 |

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

None.

14. Annualized Cost to the Federal Government

None.

15. Explanation for Program Changes or Adjustments

ACF conducted an assessment of the quality of Tribal Home Visiting grantee annual and final report submissions in response to the existing guidance. Findings from that assessment indicated there was variability in the quality and content of information being reported by grantees. As part of the renewal process, ACF slightly refined and simplified the language on reporting continuous quality improvement (CQI) activities to make it easier for grantees to respond. In addition, under rigorous evaluation activities, the guidance had to be revised to accommodate a cohort of grantees who are participating in a multi-site evaluation study and final report guidance for Tribal MIECHV Development and Implementation Grantees (DIG). Neither the multi-site study nor final guidance for DIG grantees was necessary at the time of the currently approved instrument. Renewing and revising the guidance allows ACF to better track grantee progress annually and allows grantees (when applicable) to submit a final report that summarizes strides grantees made throughout the entirety of their projects and whether they met all the goals and objectives set forth at the beginning of their grants.

16. Plans for Tabulation and Publication and Project Time Schedule

Tribal Home Visiting grantees were notified that after the first year of their grant, they must comply with the requirement for submission of an Annual Report to the Secretary regarding the program and activities carried out under the program. This report shall be submitted to HHS by Tribal Annual Report grantees as instructed by ACF at the end of each operating year of the grant (“annual report”), or in the final year of the grant (“final report”).

17. Reason(s) Display of OMB Expiration Date is Inappropriate

Not applicable.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions.

B. Statistical Methods (used for collection of information employing statistical methods)

Not applicable. Statistical methods will not be used for data collection.

ICR Summary Attached – Appendix D