

Data Collections for Culture of Continuous Learning Project: A Breakthrough Series Collaborative for Improving Child Care and Head Start Quality

**OMB Information Collection Request
New Collection**

Non-substantive Change Request

May 2019

Submitted By:
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Administration for Children and Families
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DATE: May 21, 2019

SUBJECT: Non-Substantive Change Request to the Culture of Continuous Learning Project: A Breakthrough Series Collaborative for Improving Child Care and Head Start Quality Information Collection (0970-0507)

This non-substantive change request is for minor revisions to the Post-Survey document as part of the **Culture of Continuous Learning Project: A Breakthrough Series Collaborative for Improving Child Care and Head Start Quality** information collection. (OMB # 0970-0507).

Following the completion of the Pre-Survey, the study team heard from respondents that completing the survey online was burdensome and completing the survey on paper would be easier for respondents in child care and Head Start settings who do not have regular and frequent access to a computer throughout the day. The study team revised the survey to better suit with a paper survey format. The study team revised formatting and language throughout the survey to reduce the risk of receiving incomplete paper surveys. The study team also revised consent language so that participants indicate their consent by filling out and mailing in the survey, instead of checking “yes” or “no.” This is intended to remove the risk of respondents skipping the consent question, making their survey data unusable. The changes to the Post-Survey are as follows:

- Added page numbers to the survey.
- Added a thank you statement and contact information for participants to direct their questions to.
- Revised consent language to “By completing and returning this survey, you agree to participate in the survey data collection.” Previously, participants were required to check “yes” or “no.”
- Revised question formatting and language throughout the survey. Changes include clarifying skip and instruction language, revising question numbering, and reformatting sections into matrices.
- Removed pre-survey only questions and removed “post-survey only” language in front of post-survey questions.