MEMORANDUM

TO: Josh Brammer and Daniel Cline
                 Office of Information and Regulatory Affairs (OIRA)
                 Office of Management and Budget (OMB)

FROM: Ann Rivera, PhD
                 Office of Planning Research and Evaluation (OPRE)
                 Administration for Children and Families (ACF)

DATE: October 17, 2019

SUBJECT: Request for Non-Substantive Change: Survey of Head Start Grantees on Training
                 and Technical Assistance (T/TA) Wave 1 (OMB# 0970-0532)

The Administration for Children and Families (ACF) submitted a package for the Survey of Head Start Grantees on Training and Technical Assistance (T/TA) for review by the Office of Management and Budget on June 18, 2019, with approval received on July 24, 2019. This memo documents non-substantive changes proposed for the Wave 1 Survey of Head Start Grantees on T/TA since the initial submission date. These changes come primarily from: 1) feedback from partner agencies regarding questionnaire content, 2) recent analyses of OHS administrative data in development of the sampling frame to support survey administration, and 3) review of questionnaire once programmed as a web-based survey.

Our request is only for changes to the survey that would allow us to collect high quality data that can support the research objectives of the Survey of Head Start Grantees on Training and Technical Assistance (T/TA). This memorandum and the tables below describe the specific non-substantive changes made to the survey since receiving OMB approval. The updated Wave 1 Survey is also provided. These revisions have no impact on estimated burden.

Table 1. Summary of proposed modifications to T/TA Wave 1 instrument

Section	Modification proposed
Introduction	Revised the description and introduction text to clarify what T/TA should support. Provided definitions for commonly used terms in the survey.
Section I	No new questions. Minor revisions to text and re-ordering of grid questions to appear in alphabetical order.
Section II	No new questions. Minor revisions to text and re-ordering of grid questions to appear in alphabetical order.
Section III	Minor revisions to text and re-ordering of grid questions to appear in alphabetical order. New questions ask respondent for their preferences on mode of receiving their honorarium.

Table 2. Proposed revisions to the Survey of Head Start Grantees on Training and Technical Assistance (T/TA) Wave 1

Questionnaire Section	Summary of Revision	Specific Questions and Text Edits
Throughout Questionnaire		
T/TA abbreviations	General change from "training and/or technical assistance" to "T/TA" after first occurrence.	Changed in every section.
Last program year mentions	The last program year defined as (2018-2019)	Changed in Section II and Section III. Year range added.
Current program year mentions	The current program year defined as (2019-2020)	Changed in Section II and Section III. Year range added.
Program Management	General change from "Program Management" to "Fiscal Operations"	Changed in every section.
Early Childhood Development and Education	General change from "Early Childhood" to "Early Childhood Development and Education"	Changed in every section.
Paperwork Reduction Act Statement	Added contact information for the respondent to reach out to Principal Investigator, Carol Hafford, Ph.D. Also added the OMB number and expiration date.	The described collection of information is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for the described information collection is 0970-0532 and the expiration date is 07/31/2020. If you have questions about this data collection, please contact Carol Hafford, Ph.D. at 877-324-4157 or at HeadStartTTA@norc.org.
Introduction		
	Deleted: Previoius purpose of survey description. Added: Description of what T/TA should support in delivering high-quality Head Start services and updated statement about purpose of survey.	**Deleted:** ~~The purpose of the survey is to inform ACF about three aspects of Head Start grantees' T/TA experience: 1) search and selection of T/TA; 2) receipt of T/TA; 3) and potential relationships between T/TA received and perceived changes in practice.~~ **Added:** T/TA should support programs in delivering high-quality Head Start services. The purpose of this survey is to inform ACF and the Office of Head Start (OHS) about how Head Start programs use and experience T/TA services offered by

	Added: Honorarium information. Instructions clarified for selecting grants that are familiar to the respondent.	various providers. Your responses will help OHS and ACF ensure that the OHS T/TA system meets program needs. **Added:** You will receive a $25 honorarium for your participation in this survey. You will be able to choose between an Amazon gift code (sent immediately via email), or a gift card (sent within two-three weeks via regular mail) to thank you for your time. Please ~~indicate which of these~~ check the box next to the grants you are familiar with, even if you are not responsible for them.
How long it will take	Reduced overlap in activities listed contributing to burden.	The survey will take about 45 minutes to complete. This includes time to review instructions, ~~search existing data resources,~~ gather the data needed, and complete and review the survey. If you are unable to complete the survey in one sitting, please click the "Save & Exit" button to save your progress. You can return to this page and re-enter your PIN to continue the survey where you left off.
Survey directions and definitions	Added definitions of terms and references. Minor text edits.	Throughout this survey, please respond to questions ~~for~~ to reflect all of your Head Start-funded programs, including Head Start, Early Head Start, Migrant and Seasonal Head Start, and Early Head Start Child Care Partnership programs (throughout this survey we refer to these programs collectively as "Head Start programs"). **A note about terms.** As noted above, T/TA is meant to support programs in delivering high-quality Head Start services. It has two components. **Training** is instruction or professional development to teach key concepts. It is delivered in small or large group settings, in-person or online. **Technical Assistance** is targeted consulting for an individual or program. It is delivered in-person or online, and can include targeted resources.
Section I		
	Corrected typo	~~Directions:~~ In this section, we ask about the key characteristics of your overall agency. Note that, throughout this survey, "agency" refers to the

		larger organization of which your Head Start program is a part. Please respond keeping the overall agency in mind. Also, when we ask about your "Head Start program(s)," please include Head Start, Early Head Start, Migrant and Seasonal Head Start, and Early Head Start-Child Care Partnership programs.
	Specified 'in all programs' to indicate that respondent should not answer only for Head Start program.	1. In total, how many children age 5 and under does your agency serve in all programs? Please include children funded by Head Start as well as those funded by other sources or privately paid.
	Corrected typos	2. We are interested in training and technical assistance (T/TA) practices throughout your agency's OHS-funded activities. Please tell us how your agency manages its different Head Start grants, program options and programs, such as Head Start and Early Head Start. a. Does the same person direct all of the OHS grants your agency has, or are there multiple people directing the grants? ☐ Same person directs all OHS grants ☐ More than one person directs OHS grants ☐ We have only one OHS grant
	Revised response options to better distinguish between categories and align with other data sources.	3. In addition to Head Start funding, which of the following are additional sources of funds that your program receives to provide services to children and families? ☐ Child care fees paid by parents ☐ Child care fees paid by Funds from state government (e.g., CCDF or TANF subsidies, State Pre-K funding, voucher/certificates, state contracts or grants) ☐ Local, state or tribal government funds (e.g., Pre-K funding from local school board or other agency, grants from city or county government) ☐ Federal government funds other than Head Start ☐ Funds from non-government community organizations or other grants from foundations and corporations (e.g., United Way, local charities, or religious

		organizations) ☐ Funds from fund raising activities, cash contributions, gifts, bequests, special event ☐ Not applicable
	Re-ordered items on response grid alphabetically. Removed text to minimize respondent burden. Added instruction text for clarification. Corrected time frame to better reflect practice.	4. ~~How many staff members or consultants currently work in or support your Head Start program in each of these roles?~~ Please enter the number of staff or consultants who currently work in or support your Head Start program. 4_1. [if > 0, ask:] What proportion of your agency's current staff have been in their roles for <u>less than</u> <u>~~12~~24 months</u>? *Please enter "0" if you have no staff in a category* a. Center directors b. Managers/Supervisors/Coordinators c. Disability Coordinator(s) d. Coaches who provide T/TA e. Education/child development staff (i.e., teachers, co-teachers, assistant teachers, home visitors, family child care providers, or other direct service staff) f. Family and community services staff g. Health services staff h. Mental health consultants i. All other staff
Section II		
	Reduced repetition of question stem.	5. In general, how does your Head Start program assess its T/TA needs? Please respond to each of the questions below, either Yes, No or Not Applicable (N/A). a. ~~Does your Head Start program~~ use a standardized process to assess T/TA needs (such as using a protocol or checklist, or structured observation)? b. ~~Does your Head Start program~~ assess T/TA needs differently for different program grants you have? (HS, EHS, EHS-CCP, MSHS)? c. ~~Does your Head Start program~~ assess T/TA needs differently for different

		key areas (such as teaching practices, parent/family engagement,)?
	Removed response choice to better reflect program structure. Revised text on response options to be consistent with other items.	6. After your Head Start program's T/TA plan is developed who is usually responsible for <u>implementing</u> the plan? *Select all that apply.* ☐ EHS/HS Program Director ~~Head Start program director~~ ☐ Individual center directors ☐ Education managers/coordinators ☐ Family and community services managers/coordinators ☐ Coaches ☐ Health, mental health, and safety managers/coordinators ☐ Program management/human resources/fiscal operations managers ~~☐ Regional T/TA specialist~~ ☐ Mental health consultants ☐ Individual family services staff ☐ Disability coordinators ☐ Professional development coordinator (not specific to education) ☐ Education staff (individual teachers, home visitors or other direct service staff) ☐ Someone else
	Revised text to improve consistency across items.	9. When you make decisions about which staff and stakeholders will receive T/TA~~and/or professional development~~, which of the following sources of information do you usually take into consideration? a. ~~Your~~ Five-year program goals b. Needs analyses (across the program) c. Specific staff needs or requests d. Input from the Board of Directors e. Input from the Policy Council ~~members~~ f. Input from directors and/or senior leadership ~~Input from content managers/coordinators, including coaches and child development specialists~~ g. Input from content managers/coordinators, including coaches and child

		development specialists ~~Input from directors and/or senior leadership~~ h. Input from consultants (i.e., mental health/child care health consultants) i. OHS priorities
	Revised text to clarify focus of the question. Revised text in response options. Removed a response choice.	10. ~~Which of your staff and stakeholders receive T/TA?~~ Do you decide which staff and stakeholders will receive T/TA based on any of the following objectives? a. To help all staff ~~need to~~ build capacity in an area(s) b. To help some staff ~~need to~~ build capacity in an area(s) c. To introduce new policies or practices d. To improve existing policies or practices e. To meet individual staff professional development needs f. To meet Head Start program need for specific expertise (HSPPS) ~~g. To meet agency goals~~ g. Other (specify)
	Revised sub-items to reduce overlap	11. Does your agency do any of the following to help staff obtain T/TA? a. Pay fees or tuition b. Pay travel and lodging c. Reimburse for T/TA ~~training~~ expenses ~~and travel~~ d. Pay for preparation/planning time e. Provide incentives for T/TA participation f. Pay for substitute staffing g. Other (specify)
	Corrected references to OHS funds	12. Which of the following sources does your agency use to pay for T/TA? Please include paying for direct costs as well as for staff time. a. ~~HS/EHS~~ OHS ~~discretionary~~ funds for T/TA (PA20, PA21) b. ~~HS/EHS~~ OHS operational funds (PA22, ~~PA23~~ PA25) c. Other federal funding sources d. Regional, local and/or tribal funding sources e. Private funding sources (i.e., foundations, individual donations) f. Other (specify)
	Corrected fund references	13. What program activities are supported by ~~discretionary~~ OHS T/TA funds

	Revised options to better reflect program activities Reordered response choices. Removed several response options.	(e.g., P~~A~~20, PA21~~, PA25~~)? a. Consultants for onsite professional development b. Individual mentoring or coaching c. ~~Mentoring~~Registration for conferences or ~~coaching~~workshops d. Staff wellness/employee recognition e. Supports that enable staff to attend ~~workshops/training by other organizations~~professional development events f. ~~Visits to other childcare centers~~ Travel for conference or ~~classrooms~~workshops ~~g. A community of learners facilitated by an expert~~ g. Tuition assistance for degree coursework ~~i. On-site associate's or bachelor's degree courses~~ ~~j. Incentives for training/technical assistance participation (e.g., gift cards)~~ ~~k. Travel to off-site free training~~ ~~l. E-learning modules~~ h. Other (specify)
	Revised options to better match other items with similar code frame. Corrected references to program funds.	14. Who is most responsible for deciding how your agency's ~~discretionary~~ OHS T/TA funds are used ~~(including all discretionary dollars, such as PA20, PA21 or PA25)~~? *Please select one only.* a. Board of Directors b. Policy Council ~~c. Executive Director~~ c. EHS/HS Program Director d. Fiscal Officer e. Coordinators/Managers f. Center director(s) g. Human Resources Staff h. Education Staff (i.e., teachers, coaches, home visitors) i. Parents j. Other (specify)
	More clearly introduced key terms in questionnaire.	T/TA needs can vary across different parts of an agency and different types of activities. Throughout this questionnaire, we will sometimes ask questions

	Alphabetized the order of response categories and revised to better reflect practice.	about four content areas (Fiscal Operations, Early Childhood Development and Education, Family and Community Services, and Health, Mental Health and Safety) within the work of your agency. These may not cover all of the work that your agency does, but we are focusing on them to understand how T/TA needs can vary within Head Start programs. 15. For each of the four content areas, ~~indicate~~ which strategies and resources does your Head Start program use~~s~~ to share knowledge and build skills ~~throughout your agency~~. a. ~~Technology-based~~Communities of practice or learning ~~webinars~~cohorts b. Conferences or workshops c. Coursework for certificate or credit d. Group discussion/peer learning e. Individual coaching/mentoring f. ~~Coursework (in person or online)~~Online modules g. Reviewing ~~resource materials/staff discussions~~written resources h. ~~In-person workshops and training~~Webinars i. ~~Use a train the trainer approach~~
	Revised text to clarify Head Start program vs agency.	16. Please list any <u>other</u> strategies that your Head Start program uses to share knowledge and build skills ~~throughout your agency~~.
	Clarified response options.	17. Would you say that knowledge-sharing and skill-building tends to be done uniformly across centers in the following content areas? ~~Please indicate for each of the four content areas below whether or not the sharing of knowledge and building of skills tends to be done uniformly across centers you operate.~~ 1. ~~Yes~~Uniformly 2. ~~No~~Not Uniformly 3. N/A
	Revised text and alphabetized the order of grid question appearance. Added additional response choices. Removed	*NOTE: The next set of questions ask about your approach to T/TA during the past program year (2018-2019).* 18. ~~During~~In the last program year~~, what types of external providers~~ (2018-

	extra text from screen to minimize respondent burden.	2019), did your program use…~~which resource (listed below) did your program use for T/TA?~~ ~~Did your program use this resource for T/TA in~~ In the last program year (2018-2019) did your program use ~~this type of provider for~~ T/TA ~~in the last program year~~ from… ~~Approximately how much did your program pay for this resource in~~ In 2018-19 approximately how much did your program pay ~~this type of provider in 2018-19~~ for T/TA? from… ~~Please enter amount and then proceed to the next question on screen. Note: If not free or >$0, then you will be asked two follow-up questions~~ $ _____ ~~Free~~ No payments made ☐ Not sure ☐ (IF > $0 PAID, ASK:) Were any OHS T/TA ~~discretionary~~ dollars used to pay ~~this type of provider?~~ for T/TA from…~~this resource~~? (IF > $0 PAID, ASK:) Were any OHS operational dollars used to pay ~~this type of provider?~~ for T/TA from…~~this resource~~? ~~Did the T/TA received from this type~~ Which of the following content areas did this T/TA ~~resource~~ address? *Please select all that apply.* ☐ Fiscal Operations ☐ Early Childhood Development and Education ☐ Family and Community Services ☐ Health, Mental Health, Safety ☐ Another content area
	Specified years explicitly, and revised structure of question to insert staff types into question wording.	19_1. During the last program year~~,~~ (2018-2019), in which content areas did [TYPE OF STAFF] ~~the following Head Start program staff and stakeholders~~ participate in T/TA led by providers ~~from~~ outside of your agency? Select all that apply. ☐ Fiscal Operations

		☐ Early Childhood Development and Education ☐ Family and Community Services ☐ Health, Mental Health, Safety ☐ Other ☐ None ☐ Don't Know
	Specified years explicitly, and revised structure of question to insert staff types into question wording.	19_2. During the last program year, (2018-2019), in which content areas did [TYPE OF STAFF] the following Head Start program staff and stakeholders participate in T/TA led by providers who are on staff within your agency? Select all that apply. ☐ Fiscal Operations ☐ Early Childhood Development and Education ☐ Family and Community Services ☐ Health, Mental Health, Safety ☐ Other ☐ None ☐ Don't Know
Section III		
	Clarified full agency vs. only Head Start program, and removed multiple definitions for clarity.	20. In the last program year, (2018-2019), for which of the following areas did you have Head Start program goals? please select theyour agency's the three highest areas to which you gave priority (on which you spent the most time working.) Head Start program goal areas.
	Removed term 'providers' which stakeholders and reviewers found confusing and edited some response options.	22. In the last program year (2018-2019), did T/TA from what training and technical assistance providers, if any helped each of the following help your Head Start program make progress in meeting the [XXX] goal? a. Associations or professional associations (e.g., NHSA, NAEYC) b. Child care resource and referral agencies c. Conferences and workshops (offsite or virtual) d. Consultants or onsite trainers (includes mental health and child care health consultants) e. Courses for certificate or credit) f. Curriculum and/product vendors g. Early Childhood Learning and Knowledge Center (OHS website)

		h. Local T/TA ~~resources~~ or offsite community partners i. Non-Head Start federally funded T/TA j. OHS National T/TA Centers k. OHS Regional T/TA Specialists l. Online learning networks m. State/County/City ~~Offices or Departments~~ offices (e.g., ECE, education, health, social services) n. State Quality Rating and Improvement System ~~k. Other (specify)~~
	Expanded number of challenges collected and revised categories to be more distinctive.	23. <u>In the last program year (2018-2019)</u>, which of the following challenges hindered your efforts to achieve your Head Start program's key goals? Please select the top ~~three~~ five challenges you faced in the last program year. a. Time constraints ~~(not enough hours in the day)~~ ~~b. Too many conflicting demands~~ b. Staff salaries not high enough for the job demands c. Lack of support staff d. Not enough T/TA options for ~~professional development~~ building staff capacity e. Not enough support and communication from administration/agency leadership f. Not enough support and communication from key stakeholders (such as parent advisory councils, external funders, other authorities outside of the agency) g. Not enough funds for supplies and activities h. Dealing with a challenging population i. Staff turnover j. Lack of parent support k. Lack of qualified education staff l. Lack of bilingual staff m. Other (please specify): _____
	Revised text to remove reference to 'resources', which stakeholders and reviewers found a confusing term.	25. <u>For this program year (2019-2020)</u>, which of the following ~~what resources~~ have you identified to assist your Head Start program in meeting its goals? a. Associations or professional associations (e.g., NHSA, NAEYC)

	Alphabetized the order of response options, and reduced the list of options.	b. Child care resource and referral agencies c. Conferences and workshops (offsite or virtual) d. Consultants or onsite trainers (includes mental health and child care health consultants) e. Courses for certificate or credit) f. Curriculum ~~and~~/product vendors g. Early Childhood Learning and Knowledge Center (OHS website) h. Local T/TA ~~resources~~ or offsite community partners i. Non-Head Start federally funded T/TA j. OHS National T/TA Centers k. OHS Regional T/TA Specialists l. Online learning networks m. State/County/City ~~Offices or Departments~~ offices (e.g., ECE, education, health, social services) n. State Quality Rating and Improvement System ~~f. OHS T/TA system (regional T/TA Specialists, National Centers, Early Childhood Knowledge and Learning Center website)~~ ~~g. Professional organizations~~ ~~h. Peer-learning communities~~ ~~i. Other federally-funded T/TA centers~~
	Removed items at program request. Revised text and alphabetized the order of grid question appearance.	27. Please rate each ~~type of provider~~ of the following ~~type~~ on ~~three dimensions: how much you view them as trusted sources of T/TA, how knowledgeable they are~~ the quality of the T/TA they provide. a. Associations or professional associations (e.g., NHSA, NAEYC) b. Child care resource and referral agencies a. Conferences and workshops (offsite or virtual) d. Consultants or onsite trainers (includes mental health and child care health consultants) e. Courses for certificate or credit f. Curriculum/product vendors g. Early Childhood Learning and Knowledge Center (OHS website) h. Local T/TA or offsite community partners i. Non-Head Start federally funded T/TA

		j. OHS National T/TA Centers k. OHS Regional T/TA Specialists l. Online learning networks m. State/County/City offices (e.g., ECE, education, health, social services) n. State Quality Rating and Improvement System ~~Are they trusted sources?~~ ☐ ~~Very much~~ ☐ ~~Somewhat~~ ☐ ~~Not at all~~ ~~How knowledgeable are they?~~ ☐ ~~Very much~~ ☐ ~~Somewhat~~ ☐ ~~Not at all~~
	Revised one sub-item to better reflect program practice. Edited response category to be consistent with other items.	28. How useful ~~are the following types of communications~~ is [TEXTFILL GRID ITEM] from OHS for you and your staff to learn best practices, program requirements, and how to meet your program goals? *a. Learning about best practices* ☐ Very ~~much~~ ☐ Somewhat ☐ Not at all *b. Learning about program requirements* ☐ Very ~~much~~ ☐ Somewhat ☐ Not at all *c. Meeting program goals* ☐ Very ~~much~~ ☐ Somewhat ☐ Not at all

		Revision of sub-item (Q28): ECLKC ~~resource materials (such as the coaching companion, curriculum, handbooks and guides)~~ print resources (e.g., checklists, activity sheets, documents)
	Included 'families' in category c for consistency with other sub-items. Renamed top category for clarity.	29. To what extent has any T/TA from the OHS T/TA system helped your agency: a. provide more culturally and linguistically responsive services to children and families? b. support the full and effective participation of children who are dual language learners and their families? c. provide services for children with disabilities and their families? 1. Not at All 2. A little 3. Some 4. ~~Very~~ A Great Deal
	Revised text to meet program preferences for input.	30. How can OHS T/TA improve to support your program? ~~In general, what suggestions do you have for improving OHS T/TA services?~~
	Revised text for consistency with terms used elsewhere in instrument.	31. We will be conducting a follow-up survey to learn about your agency's T/TA experiences in one of the ~~topical~~ four content areas ~~listed below~~ — Fiscal Operations, Early Childhood Development and Education, Family and Community Services, and Health, Mental Health and Safety. Please identify the person in your agency most knowledgeable about your agency's practices and use of T/TA for each of these ~~the topical~~ content areas ~~below~~. (The same person may be listed for multiple areas, including yourself.)
	OUTRO section updated with honorarium selection questions to collect respondent preferences for receiving a giftcode or giftcard (or neither) and mode of delivery	OUTRO. Thank you very much for your participation in the Survey of OHS Grantees on Training and Technical Assistance (T/TA). We appreciate your attention to this important topic. You will receive a $25 honorarium for your participation in this survey. Please let us know if you would prefer your honorarium delivered to you via email or mail. Please note that the delivery times differ between the Giftcode

		(Amazon) and Giftcard (Visa):
		
		[Programming: Single selection from the choices below]
		    1. Giftcode from Amazon: *This will be emailed to you immediately.*
		    2. Visa Giftcard: *This will be mailed to you within two-three weeks.*
		    3. I would prefer <u>not</u> to receive an honorarium.
		
		[if Visa Giftcard selected on OUTRO]
		Please provide your mailing address to receive the Visa Giftcard honorarium within two-three weeks:
		First and Last Name: _____
		Street 1: _____
		Street 2: _____
		City: _____
		State: _____
		Zipcode: _____
		
		[if Amazon Giftcode selected on OUTRO]
		Please provide your preferred email address to receive the Amazon Giftcode honorarium:
		Email address: _____
		
		Below is your Amazon gift code number for your $25 honorarium. You will also receive this giftcode via email.