Survey of Head Start Grantees on Training and Technical Assistance

OMB Information Collection Request
New Collection

Supporting Statement

Part A

MAY 2019

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

Project Officer:

Ann Rivera, Ph.D.

Table of Contents

Exhibits

Executive Summary

This is a NEW information collection request. The proposed Survey of Head Start Grantees on Training and Technical Assistance (the Survey) aims to provide ACF with representative information about Office of Head Start grantees' experiences of training and technical assistance to inform and improve federal training and technical assistance (T/TA) services designed to support high-quality comprehensive services for young children. The survey seeks information about grantee selection and use of T/TA in the previous and current program year and T/TA needs, selection, and planning in the current program year. ACF does not intend for this data to be generalizable to a population broader than Head Start grantees, who are the intended beneficiaries of Office of Head Start T/TA activities. ACF and its contractors are engaged in various efforts to coordinate research activities and utilize administrative data in order to capitalize on relevant work conducted throughout the T/TA system and to minimize burden for grantees.

A. Supporting Statement

A1. Necessity for the Data Collection

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval for the Survey of Head Start Grantees on Training and Technical Assistance. ACF has contracted with NORC at the University of Chicago to collect nationally representative descriptive information from Head Start grantee organizations regarding their access to and use of training and technical assistance (T/TA) from multiple sources, including ACF's Early Childhood Training and Technical Assistance system. The purpose of the data collection is to inform ACF on three aspects of Head Start grantees' T/TA experience, including: 1) search and selection of T/TA; 2) receipt of T/TA; and 3) potential relationships between T/TA received and perceived change in practice. Delivered through 1,600 agencies in local communities, Head Start, Early Head Start, Migrant and Seasonal, American Indian and Alaska Native, Early Head Start-Child Care Partnerships programs provide services to over a million children every year, in every U.S. state and territory, in farmworker communities, and in over 155 tribal communities. [1]

A.1.1 Study Background

In 2015, ACF transformed its Early Childhood T/TA system by aligning the resources of the Office of Head Start (OHS) and the Office of Child Care (OCC), with the goal of more effectively supporting early childhood care and education programs and staff in the delivery of quality services to children and their families. The multi-level system is designed to build capacity in Head Start programs and state and local child care systems that serve diverse children and families throughout the U.S.

At the national-level, ACF supports child care and early education through guidance, funding, and informational resources designed to share knowledge and promote best practices. OHS and OCC currently fund eight National Centers to develop and implement high-quality, research-based materials and trainings. Training and resources are made available publically through the web and at frequent events that target system T/TA providers, beneficiaries (grantees), or both. These resources and events aim to strengthen capacity at the regional, state and local levels to support high-quality early childhood services. At the regional-level, T/TA specialists work in partnership with National Centers to support Head Start and CCDF grantees by sharing products, tools, and services to address needs and promote research-based practices. The beneficiaries of this support are early childhood care and education administrators and practitioners. They include: Head Start grantees and delegates; States, Territories, and Tribes; and local child care providers, including early childhood community-based providers and out-of-school time providers.

The goal of the Survey of Head Start Grantees on Training and Technical Assistance (the Survey) is to provide representative information about OHS grantees' experiences of T/TA that can inform the efforts of federal staff and T/TA partners to improve T/TA services. The Survey is part of a broader, utilization-focused effort to document the processes, services, and effectiveness of the EC T/TA system and foster continuous quality improvement. Complementing the Survey is a secondary analysis of administrative data on T/TA provided by OHS partners.

Understanding ACF Early Childhood T/TA System Complexity

ACF's EC T/TA system is complex, involving multiple levels of partners to develop and deliver T/TA to grantees. Eight National Centers, funded by ACF, develop resources and provide trainings; a network of

---

[1] We refer to this group of programs as "Head Start programs" throughout this document.

T/TA Specialists work within 12 Regional teams. A variety of T/TA is provided throughout the system, including materials, tools, webinars, peer learning groups, training at conferences, and remote and in-person technical assistance. The types and intensity of T/TA is driven by multiple factors, including OHS priorities, regional/locally-defined priorities, and Head Start grantee needs. To be successful, technical assistance should be adaptive to changing needs and circumstances.[2]

Ultimately, Head Start grantees have flexibility in defining their T/TA needs and goals, and selecting what resources they use from the universe of T/TA resources available. Beyond the resources of the ACF EC T/TA System, grantees have access to an array of local and regional providers and resources, including: peer networks; curriculum and product vendors; child care resource and referral agencies; local community partners; coaches; state and local departments of education, health, and social services; professional organizations; and university-based partners.

ACF has limited information about many aspects of T/TA use and receipt by OHS grantees. Most of the administrative data collected by ACF focuses on direct outputs from the EC T/TA system (i.e., what T/TA is available, provided, and accessed), and about experiences of participants in professional development trainings and events.

Insights from the Literature on Training and Technical Assistance

Our literature review found that the EC T/TA system is similar to other systems in its focus on professional development for practitioners and organizational capacity building.[3] The EC T/TA system delivers both basic TA[4] and intensive TA[5] as do other T/TA systems. However, the literature review revealed few T/TA systems that are comparable in the size, scope, and reach of ACF's EC T/TA system. Another key difference is that other T/TA systems have a narrowly-defined and consistent target of T/TA; in ACF's EC T/TA system there are multiple beneficiaries at multiple levels. Findings from a recent ACF-sponsored study of Early Head Start emphasize the need to better understand the role of training and technical assistance in supporting program improvement.[6]

There is a gap in the empirical research on behavioral changes that may occur after T/TA has been received and whether organizational capacity may have changed. A scan of 18 public and private

---

[2] Baumgartner, S., Cohen, A. & Meckstroth, A. (January 2018). *Providing TA to Local Programs and Communities: Lessons from a Scan of Initiatives Offering TA to Human Services Programs.* Washington, DC: Office of the Assistant Secretary for Planning and Evaluation, U.S. Department of Health and Human Services.

[3] Wandersman, A., Chien, V.H., & Katz, J. (2012). Toward an Evidence-Based System for Innovation Support for Implementing Innovations with Quality: Tools, Training, Technical Assistance, and Quality Assurance/Quality Improvement. *American Journal of Community Psychology*. DOI 10.1007/s10464-012-9509-7.

[4] Basic or universal TA is broadly defined as: 1) Providing documentation of evidence-based options; 2) Disseminating both examples of success and materials that facilitate success; and 3) Providing overview workshops that may assist others in the planning, implementation and use of existing tools to achieve desired change.

[5] Intensive or targeted/tailored TA is broadly defined as: Inclusive of all elements of Basic TA, but adds considerable on-site direction, collaboration, coaching, and evaluation strategies needed to achieve systemic changes.

[6] Xue, Y., Boller, K., Vogel, C.A., Thomas, J., Caronongan, P. & Aikens, N. (2014). *Early Head Start Family and Child Experiences Survey (Baby FACES) Design Options Report.* OPRE Report 2015-99. Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.

initiatives found that current ways of measuring technical assistance do not adequately gauge its effectiveness.[7]

A1.2. Legal or Administrative Requirements that Necessitate the Collection

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

A2. Purpose of Survey and Data Collection Procedures

Overview of Purpose and Approach

The purpose of the Survey of Head Start Grantees on Training and Technical Assistance is to provide ACF with foundational knowledge about how Head Start grantees identify T/TA needs and use the variety of materials, resources, training, and technical assistance available from multiple sources to build organizational capacity and improve practice. More specifically, ACF seeks to understand how grantees select from available resources and how grantees apply T/TA to improve program activities in four domains of Head Start practice: 1) fiscal operations; 2) early childhood development and education; 3) family and community services; and 4) health, mental health, and safety. The data from this descriptive survey will provide a fuller understanding of the breadth of T/TA needs and experiences of grantees operating Head Start, Early Head Start, Migrant/Seasonal, and Early Head Start Child Care Partnership programs. In addition, the Survey will provide an opportunity to explore potential relationships between what the T/TA grantees have received and perceived changes in practice.

The Survey will provide needed data to inform how ACF's EC T/TA System can be more responsive to Head Start grantees' needs, and improve the tools, training, and technical assistance provided through its network of national and regional-level providers of TTA and its website. The data will not be used to monitor individual grantees' performance nor will ACF know the identity of respondents.

Research Questions

The Survey addresses three primary research questions, and related sub-questions:

1. How are Head Start grantees selecting their training and technical assistance (T/TA)?

   a. What T/TA needs do Head Start grantees identify and meet from available resources?

   b. What T/TA needs do Head Start grantees identify but fail to meet from available resources?

   c. What types of T/TA are helpful to grantees?

   d. What types of T/TA contribute to capacity-building efforts?

2. What T/TA are Head Start grantees' staff receiving from all available sources?

   a. What are the characteristics of T/TA grantees receive?

   b. What grantee resources are being expended to receive and support that T/TA?

3. How does T/TA inform practice change within Head Start grantees?

---

[7] Baumgartner, S., Cohen, A. & Meckstroth, A. (January 2018). *Providing TA to Local Programs and Communities: Lessons from a Scan of Initiatives Offering TA to Human Services Programs.* Washington, DC: Office of the Assistant Secretary for Planning and Evaluation, U.S. Department of Health and Human Services.

a. How does this differ across the practice areas of interest (i.e., fiscal operations; early childhood development and education; family and community services; and health, mental health, and safety)?

Given the scale of Head Start operations nationwide and the diversity of grantees, ACF seeks to understand how the types of T/TA sought, selected, and used differ by grantee characteristics.

Research Question 1

With respect to research question 1, the survey seeks to understand how various features of the T/TA resources available to grantees (e.g. topic, format, timing, location, cost, quality, existing relationships with providers) contribute to grantees' selection of T/TA. Information about grantees' needs, preferences, constraints and decisions concerning which T/TA to use from the universe of choices available to them will inform OHS about gaps in the resources produced by ACF or gaps in the dissemination of these resources.

Research Question 2

To address research question 2, the survey collects information about the types and characteristics of T/TA that Head Start grantees and their staff receive, the financial resources grantees use to obtain T/TA, and how T/TA is diffused. Information about grantees use of ACF and non-ACF T/TA will inform OHS about potential duplication in the resources disseminated by ACF or how T/TA funding might be re-allocated to better meet grantees' needs.

Research Question 3

To answer research question 3, the survey collects information about whether and how the receipt of T/TA informs practice change for Head Start grantees. Specifically, the survey focuses on T/TA received by grantees in selected areas of Head Start practice (noted above) and how it may inform change in knowledge, skills, practice, or organizational capacity. This information will allow ACF to explore contextual and organizational factors that may shape how grantees use and apply T/TA received in different areas of practice. For ACF, the survey can inform T/TA delivery methods to promote the adoption of research-based practices.

Study Design

The Survey will use a two-wave survey design. All 2018 OHS grantee agencies will be invited to participate in the Wave 1 web survey; this survey collects grantee-level information from the Head Start Director at the grantee organization. The Director will identify Head Start staff who are responsible for or most knowledgeable about activities and T/TA in the four domains of practice (as noted above). While this staff is most likely to be a Manager or Coordinator, there are differences in how these domains are staffed across grantees of different size and organizational complexity. Among completed interviews received from Wave 1, we will then implement sampling procedures to select a domain-specific practice area for follow-up during Wave 2. A sample of Wave 1 responding grantees will be invited for a practice area-specific Wave 2 web survey. Sampling procedures are described in Supporting Statement B.

Universe of Data Collection Efforts

The study includes two data collection protocols: 1) Head Start Director survey; and 2) the Head Start Manager/Coordinator survey. The research questions, constructs, measures, and sources for both surveys are provided in Appendices A.1 and A.2, respectively. In this section we describe the timing and duration of the data collection, the types of information collected, the respondent, and the mode of data collection.

Head Start Director Survey (Wave 1)

a. Timing: October-December 2019 (pending OMB approval)

b. Duration: 45 minutes

c. Information to be collected:

    i. Overall Agency Characteristics: Collects information about the grantees' organizational context to allow for interpretation of information collected in Wave 2.

    ii. Approach to Training and Technical Assistance: Collects information about how the grantee organization identifies and diffuses T/TA.

    iii. Organizational Goals and Reflections on T/TA efforts: Collects information about how T/TA activities align with program goals.

d. Respondents: All 1,600 Head Start grantee organizations will be approached to participate in the survey. We estimate a 75% response rate, or 1,200 respondents.

e. How the information will be collected: A web-based survey will be administered.

Head Start Manager/Coordinator survey (Wave 2)

a. Timing: February-May 2020

b. Duration: 45 minutes

c. Information to be collected. The domain and practice areas for each domain are noted in Exhibit A.2.1. The survey will address:

    i. Practice-area domain structure and staffing: Collects information that provides context for understanding how much the respondent's selection of T/TA can influence how key activities are performed.

    ii. Recent T/TA experiences in the practice area domain: Collects information about one T/TA experience in the past year that was helpful in improving the grantee organization's practice and one T/TA experience in the past year that was not incorporated into practice.

    iii. Selected practice area within the practice area domain: Collects information on one practice area that has been a focus of T/TA in ACF's Early Childhood T/TA System and examines the level of implementation, how practice in the identified area has changed over time, what factors have helped the organization improve in this area, and obstacles to improvement.

    iv. T/TA needs within the practice area domain: Collects information about current priorities for T/TA in the practice area, and expectations, satisfaction, and obstacles to meeting T/TA needs. The survey questions focus on information and perceptions that cannot be obtained from administrative data.

d. Respondents: A representative sample of 1,140 Head Start Managers/Coordinators (285 from each domain-specific area) will be approached to participate in the survey. We estimate a 75% response rate, or 860 respondents.

e. How the information will be collected: A web-based survey will be administered.

Exhibit A.2   Head Start Manager/Coordinator Survey (Wave 2): Domains and Practice Areas

Domain	Practice Areas
Fiscal Operations	• Strengthening financial management systems

Domain	Practice Areas
	• Five-year planning, oversight and continuous improvement • Data informed decision-making • Facilities maintenance and repair
Early Childhood Development and Education	• Curriculum implementation • Coaching/professional development • Teaching practices/Early Learning Outcomes Framework • Inclusive environments/children with disabilities
Family and Community Services	• Working on program wide goals related to parent, family and community engagement • Using relationship-based competencies for staff development • Implementing family support and goal setting services • Supporting parent training, education, employment and career development
Health, Mental Health, and Safety	• Active supervision • Early childhood mental health consultation • Staff wellness • Emergency preparedness

We will also use the Head Start Program Information Report (PIR), an administrative data source for the Head Start program as a whole that includes data ACF collects annually from all programs. We will use PIR data to identify organizational characteristics (e.g., whether the grantee provides direct services or delegates service delivery to other agencies, program size, number of Head Start funded slots) and will use basic descriptive information about grantees' structural characteristics as data in analyses. For example, the PIR provides information on program type (center or home-based), ACF and non-ACF funded enrollment, total classes operated, total Head Start and contracted staff, and staff qualifications.

There is no additional burden to study participants associated with our use of PIR data. The information is already collected by Head Start programs as approved under OMB #0970-0427.

A3.   Improved Information Technology to Reduce Burden

Our data collection approach aims to obtain information efficiently while minimizing respondent burden. The study team will invite Directors and selected Managers/Coordinators to each complete a web-based survey. The data collection will use NORC's mature, multimode Voxco Computer Assisted Interview (CAI) tool. Through Voxco, respondents can access the surveys via the Internet using a range of devices (i.e., smartphones, tablets, and computers). The system allows seamless mode integration between Web and Computer Assisted Telephone Interviewing (CATI) efforts. Respondents can begin the survey in one mode and finish in another with no loss of data. Voxco can also support telephone administration in instances when a respondent does not have access to the Internet.

The Voxco survey system allows a respondent to begin the survey, save responses, and go back later to complete the remaining items. The system provides a unique PIN for each respondent. Voxco's case management system facilitates efficient case tracking and reporting on project metrics, such as break-offs and non-responders.

NORC will also offer a "Help Desk," which provides technical assistance for respondents through a toll free number and an actively monitored email account. The toll-free number and email address will be included in the survey so that the respondent can reach out for assistance.

A4. Efforts to Identify Duplication

The Survey of Head Start Grantees on Training and Technical Assistance is designed to collect information that is not available from OHS administrative data sources or from other surveys of Head Start grantees. We have reviewed existing administrative data sources with relevant information and none provide information from the grantee perspective about their selection, receipt, and use of training and technical assistance.

Recent ACF data collections on Head Start programs include a limited number of questions regarding T/TA (i.e., creation of the required OHS T/TA plan, which staff receive professional development, OHS funds used to support staff training).[8][9][10][11] None address the dissemination or adoption of practices related to the domain-specific areas (as noted in Exhibit A.2.1). (See also the cross-walk of research questions and constructs for the Head Start Director survey and the Head Start Manager/Coordinator survey provided in Appendices A.1 and A.2).

A5. Involvement of Small Organizations

No small businesses or small entities are expected to be impacted by the data collection in this study.

A6. Consequences of Less Frequent Data Collection

This is a one-time collection.

A7. Special Circumstances

There are no special circumstances for the proposed data collection.

A8. Federal Register Notice and Consultation

Federal Register Notice and Comments

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on February 7, 2019, Volume 84, Number 26, pages 2526-2527, and provided a 60-day period for public comment. A copy of this notice is included in Appendix B.

---

[8] Head Start Health Managers Descriptive Study, 2011-2016 Karoly, L., Martin, L.T., Chandra, A. & Messan Setodji, C. (2016). Head Start Health Matters: Findings from the 2012–2013 Head Start Health Manager Descriptive Study for Regions I–XII, OPRE Report 2016-44, Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.

[9] Head Start Family and Child Experiences Survey: *Core Program Director Survey*, Spring 2015; *Core Center Director Survey*, Spring 2015; *Program Director Survey*, Spring 2017; and *Center Director Survey*, Spring 2017.

[10] S. Bernstein, S., Malone, L., Kopack Klein, A., Bush, C., Feeney, K., Reid, M., Lukashanets, S. & Aikens, N. (2018). *Descriptive Data on Region XI Head Start Children and: AI/AN FACES Fall 2015–Spring 2016 Data Tables and Study Design.* OPRE Report 2018–26. Washington, DC: Office of Planning, Research, and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.

[11] Baby FACES, *Program Director Survey*, OMB draft (May 15, 2017).

During the notice and comment period, the government received 8 requests for a copy of the instruments; these requests were fulfilled.

The government also received **one** public comment which is attached with our response in Appendix C**.**

Consultation with Experts Outside of the Study

Members of the EC T/TA Cross-System Technical Expert Group (TEP) were contacted for advice on various aspects of the design of the survey and data collection instruments. Their feedback was obtained through telephone conversations and webinars in 2017 and 2018. These members of the EC T/TA Cross-System TEP are listed in Exhibit A.8.1.

Exhibit A.8   EC T/TA Cross-System Project Technical Expert Group

Name	Affiliation
Guadalupe Cuesta	National Migrant and Seasonal Head Start Collaboration Office
Chip Donohue	Erikson Institute
Rena Hallam	Department of Human Development & Family Studies and Delaware Institute for Excellence in Early Childhood, University of Delaware
Meg Hargreaves	Community Science
Diane Horm	Early Childhood Education Institute, University of Oklahoma-Tulsa
Gayle Kelly	Minnesota Head Start Association
Miriam Landsman	National Resource Center for Family Centered Practice, University of Iowa
Michelle Sarche	University of Colorado

The TEP and ACF stakeholders provided foundational guidance that informed the design, constructs, and measures for the Survey of Head Start Grantees on Training and Technical Assistance. Their guidance included:

- Differentiate the roles of T/TA providers and beneficiaries in the EC T/TA system to better understand the functioning of the EC T/TA System and the changing needs of grantees.
- Address the diversity in size of the program and organizational structure of Head Start grantees.
- Survey beneficiaries (i.e., grantee organizations) at multiple organizational levels to enable understanding of changes within domain/practice areas.
- Address the type and mode of T/TA grantees received and what respondents found helpful and which are not.
- Address how grantees disseminate and implement T/TA resources or knowledge within their organization.
- Understand engagement with and utilization of the EC T/TA system's resources and providers from the perspective of users and non-users.

The contractor study team and ACF developed the domain-specific constructs and questions for the Head Start Manager/Coordinators survey. During an earlier phase of the project (under the Generic Clearance for Formative Data Collections, OMB #0970-0356, issued in April 2016), the study team consulted extensively with ACF regional stakeholders (i.e., regional program managers and technical assistance specialists) about T/TA delivery structures and terminology. This information also informed survey development.

Discussions with and feedback from the OHS Federal Technical Assistance team and the project's Steering Committee informed the development of project-specific questions for the Head Start Director survey and the Head Start Manager/Coordinator survey. Finally, ACF federal project officers (FPO) and specialists that oversee Head Start operations and training and technical assistance efforts have reviewed all of the questions and response items for both survey instruments.

A9. Incentives for Respondents

No incentives for respondents are proposed for this data collection.

A10. Privacy of Respondents

All persons who participate in this data collection through the web survey will be assured that the information will be kept private to the extent permitted by law and in accordance with current federal information security standards and other applicable regulations. Informed consent from participants will be obtained to ensure that they understand the nature of the research being conducted, that their participation is voluntary, and their rights as survey respondents. Respondents who have questions about the consent statement or other aspects of the study will be instructed to call the NORC principal investigators or the administrator of NORC's Institutional Review Board.

The consent script will appear as an introductory screen for the web surveys. The surveys will only continue after the respondent has given consent to participate. The consent script is included as part of the survey instruments.

Data Security

NORC will assign a data ID for each respondent to the web surveys. Neither names of respondents nor any other kinds of identifiers will appear in the survey or interview data. All contact data (including personal identifiers) collected during the study are encrypted during transmission and will be stored in the Voxco system within NORC's secure servers.

Contact information data and survey data will never be combined into one dataset. NORC will store the raw survey data in a SAS database format on a secure server in a directory that is not externally accessible over the web, via shares, or via FTP.

It is possible that some survey participants will contact NORC for technical assistance. In this regard, NORC will have access to participant-provided email addresses and names. NORC staff will respond directly to participants when they request assistance with the survey but will destroy participant contact information obtained as part of this request as soon as the technical problem has been resolved.

The consent procedure for the surveys will be reviewed and approved by NORC's Institutional Review Board. The Data Security Plan has been reviewed and approved by NORC Office of Information Technology. Interview and data management procedures that ensure the security of data and privacy of information will be addressed in the field management training.

Information will not be maintained in a paper or electronic system from which they are actually or directly retrieved by an individuals' personal identifier.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

This proposed data collection does not impose a financial burden on respondents. Respondents will not incur any expenses other than the time spent answering the web survey questions. The estimated annual

burden for study respondents is shown in Exhibit A.12. The estimates include time for respondents to review instructions, search data sources, complete and review the responses, and transmit or disclose information. This information collection request covers a period of one year.

Survey respondents will be Head Start directors at the grantee level and Head Start managers/coordinators at the grantee level or the staff most knowledgeable or responsible for one of the four practice domains.

To compute the total estimated annual cost, the total burden hours were multiplied by the average hourly wage for each participant according to wage data compiled by the Bureau of Labor Statistics. For Head Start directors, we used data for **2018** on the median weekly salary for full-time employees with a degree higher than a bachelor's degree (**$38.60** per hour assuming an average work week of 40 hours).[12] For Head Start managers/coordinators, we used the **2018** median weekly salary for full-time employees over the age of 25 with a bachelor's degree from the same source (**$32.62** per hour assuming an average work week of 40 hours).

Response times were estimated based on pretesting the instruments (see B4. Tests of Procedures or Methods to be Undertaken for additional information).

The annual burden is estimated from the total number of completed surveys and the minutes taken per instrument, based on an expected 75% response rate (1,200 for directors and 860 for managers/coordinators). The domain-specific Head Start Manager/Coordinators survey are equivalent in length.

Exhibit A.12.   Annual Burden and Cost Estimates

Instrument	Total/Annual Number of Respondents	Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
Head Start Director Survey	1,200	1	0.75	900	$38.60	$34,740.00
Head Start Manager/ Coordinator Surveys:						
Fiscal Operations	215	1	0.75	161	$32.62	$5,251.82
Early Childhood Development and Education	215	1	0.75	161	$32.62	$5,251.82
Family and Community Services	215	1	0.75	161	$32.62	$5,251.82
Health, Mental Health, and Safety	215	1	0.75	161	$32.62	$5,251.82
Total Annual Estimate				**1,544**		**$55,747.28**

A13. Cost Burden to Respondents or Record Keepers

Honoraria in the amount of $25 will be provided directly to individual participants as compensation for their time participating in the survey, as shown in Exhibit A.13.1 below. The honoraria will be provided in the form of a gift card. Honoraria are "payments given to professional individuals or institutions for services for which fees are not legally or traditionally required in order to secure their participation."[13] Based on OMB guidance, honoraria is the term most appropriate for payments to schools, teachers, and

---

[12] Bureau of Labor Statistics. *Labor Force Statistics from the Current Population Survey 2018, Quartiles and selected deciles of usual weekly earnings of full-time wage and salary workers by selected characteristics, fourth quarter 2018 averages, not seasonally adjusted. https://www.bls.gov/news.release/wkyeng.t05.htm*
[13] Office of Information and Regulatory Affairs Office of Management and Budget, 2016.

administrators, and is usually paid after participation.[14] Honoraria will be available for the Head Start Director and Manager/Coordinator staff completing their respective questionnaires. These honoraria are appropriate for these professionals as they are being requested to respond to the information collection in addition to their regular duties as program directors, managers, and coordinators. Given the level of demand already on their time, the proposed honoraria are important to ensure the respondents are compensated for the additional time to participate in the study.

Exhibit A.13.   Cost Burden to Respondents

Respondent	Data Collection Instrument	Estimated time to complete	Hourly Wage Rate	Proposed Honorarium
Head Start Director	Head Start Director Survey (Wave 1)	0.75 hour	$38.60	$25.00
Head Start Manager/Coordinator	Head Start Manager/ Coordinator (Wave 2)	0.75 hour	$32.62	$25.00

A14. Estimate of Cost to the Federal Government

This request is for one year of data collection. The total cost for the data collection activities and reporting under this current request will be approximately $1,773,201. These costs include survey development, respondent recruitment, data collection, data processing and analysis, publications and dissemination.

Exhibit A.14   Estimated Cost

Cost Category	Estimated Costs
Instrument Development and OMB Clearance	$268,117.00
Recruitment, Data collection, Data Analysis	$1,287,609.00
Publications/Dissemination	$217,356.00
Total	**$1,773,201.00**

A15. Change in Burden.

This is a new data collection.

A16. Plan and Time Schedule for Information Collection, Tabulation and Publication

A.16.1. Analysis Plan

The data collection activities proposed in this OMB package will yield data that we will analyze using quantitative methods. These approaches will enable us to make nationally representative estimates about Head Start grantees. We will carefully link the research questions guiding the study with the data collected, constructs measured, and analyses undertaken.

We will address descriptive questions about the training and technical assistance sought, selected and utilized by OHS grantees. Frequency distributions will be calculated to generate summaries of survey items, as well as to examine variability in the data. Parameter estimates, such as variances and means, will be established for each quantitative item. Cross-tabulations and significance tests will be conducted as appropriate. Content analysis will be conducted on open-ended survey items and will entail systematic coding, creation of a hierarchy of codes, and cross-case and cross-source thematic analysis. Analyses will be conducted to determine subgroup variation.

---

[14] Ibid.

A.16.2 *Time Schedule and Publications*

Exhibit A.16.2 details the timeline for administration of the Head Start Director survey and Head Start Manager/Coordinator survey and analysis and reporting activities.

Exhibit A.16.2.   Project Timeline

Task	Timeline
Acquisition of survey frame and file preparation	Upon OMB approval
Data collection activities	Wave 1: 3 month period following OMB approval Wave 2: 4 month period after Wave 1 completion
Data analysis	Wave 1: To begin upon completion of data collection Wave 2: To begin upon completion of data collection Analysis of Wave 1 and Wave 2 continues for 6 months upon completion of Wave 2 data collection
Prepare and submit data tables, memos, briefings to ACF	Following completion of Wave 2 data collection
Prepare and submit final report	9 month period following completion of data analysis
Prepare and publish data snapshots, research-to-practice and research methods briefs	18 month period following completion of data analysis

A17. Reasons Not to Display OMB Expiration Date

All instruments will display the expiration date for OMB approval. The OMB number and expiration date will be displayed on the first web page of the online Head Start Director survey and the Head Start Manager/Coordinator survey.

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.