

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: January 31, 2020

SUBJECT: Request for Non-Substantive Change: Survey of Head Start Grantees on Training and Technical Assistance (T/TA) Head Start Manager/Coordinator survey (Wave 2) (OMB# 0970-0532)

The Administration for Children and Families (ACF) received Office of Management and Budget approval for the Survey of Head Start Grantees on Training and Technical Assistance (T/TA) on July 24, 2019. This memo documents non-substantive changes proposed for the four Wave 2 survey questionnaires 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 the questionnaire once programmed as a web-based survey.

Our request is only for changes to the questionnaires that would allow us to collect high quality data from Head Start Managers/Coordinators that can support the research objectives of the Survey of Head Start Grantees on Training and Technical Assistance (T/TA). The tables below describe the specific non-substantive changes submitted with this request. The majority of the changes apply to all four questionnaires. A subset of changes apply to domain-specific questions (i.e., Education; Family and Community Services; Fiscal Operations; and Health). Domain-specific changes are noted on pages 15-16. Clean copies of the four questionnaires are also provided. These revisions have no impact on estimated burden.

Table 1. Summary of proposed modifications to T/TA Wave 2 instrument

Section	Modification proposed
Introduction	Revised the description and introduction text to clarify the agency name and focus of the Wave 2 survey. 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, consistent with the formatting for the Head Start Director Survey (Wave 1).
Section II	No new questions. Minor revisions to text and re-ordering of grid questions to appear in alphabetical order, consistent with the formatting for the Wave 1 survey.
Section III	No new questions. Minor revisions to text and re-ordering of grid questions to appear in alphabetical order, consistent with the formatting for the Wave 1 survey.
Section IV	Minor revisions to text and re-ordering of grid questions to appear in alphabetical order, consistent with the formatting for the Wave 1 survey. New questions ask respondents 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 2

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
Throughout Questionnaire			
T/TA abbreviations	All	General change from “training and/or technical assistance” to “T/TA” after first occurrence.	Changed in every section.
Paperwork Reduction Act Statement	All	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	Domains Impacted		
About the survey	All	Deleted: Purpose of survey description. Added: Description of the survey purpose, previous administration of Wave 1 survey, and how contact information was collected.	Deleted: Thank you for responding to this survey for [HEAD START GRANTEE], which is the recipient of the following grants from the Office of Head Start in the Administration for Children and Families:- (LIST OF GRANTS RECEIVED): About the survey. NORC at the University of Chicago is conducting the Survey of Head Start Grantees on Training and Technical Assistance (T/TA) under a contract with the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services (DHHS). 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.—

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
			<p>Added: About the survey. NORC at the University of Chicago is conducting the Survey of Head Start Grantees on Training and Technical Assistance (T/TA) under a contract with the Administration for Children and Families (ACF).</p> <p>The Head Start/Early HS director at your agency, [agency name], or his or her designee, has already completed Wave 1 of the survey. In the first wave, we collected information about how Head Start programs use and experience T/TA services offered by various providers. NORC has received your name to complete the Wave 2 survey, which will give us further information about [domain-based textfill] related to your agency's Head Start grants. Your responses will help the Office of Head Start and the Administration for Children and Families ensure that the OHS T/TA system meets program needs.</p>
How long it will take	All	Included additional instruction text for "Save & Exit" use to save work in progress.	<p>How long it will take. 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.</p>
	All	Added: Honorarium information.	<p>You will receive a \$25 honorarium for your participation in this survey. You will be able to choose between an Amazon giftcode (sent immediately via email), or a giftcard (sent within two-three weeks via regular mail) to thank you for your time.</p>
Survey directions and definitions	All	Added definitions of terms and references. Minor text edits.	<p>(referred to in this survey as "Head Start programs"). Throughout this questionnaire, "agency" refers to the larger organization of which your Head Start program is a part.</p> <p>(throughout this survey we refer to these programs collectively as "Head Start programs").</p> <p>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.</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
	All	Added: phone number to contact the project hotline.	If you would like more information about the study, please call 1-877-324-4157 or send an email to HeadStart-TTA@norc.org . If you have questions about your rights as a survey participant, you may call the NORC Institutional Review Board Administrator (toll-free) at 1-866-309-0542.
Section I	Domains Impacted		
	All	Matched text to programmed version.	I.1. Please tell me enter your job title related to [domain-based textfill] activities: _____
	All	Grid header update for clarification. Question text edit to match text to programmed version.	I.2. Grid headers: Primarily Responsible For The Activity → I am Primarily Responsible For The Activity Involved But Not Primarily Responsible For The Activity → I am Involved But Not Primarily Responsible For The Activity Not Involved In The Activity → I am Not Involved In The Activity Question text edits: I.2. Some of the major areas of [domain-based textfill] activities in Head Start programs are listed below. For each one, please indicate tell me how much you are involved in the following :
	All	Matched text to programmed version.	I.3_1 – I.3_4. These next questions are about these activities : [domain-based textfill]
	All	Text edit.	I.3_1 – I.3_4. How much are the following types of personnel staff responsible for [domain-based textfill] in your Head Start programming?
	All	Grid item text edits, Grid header update, and update to numbering on Grid items. Revised text from organization vs	I.3_1 – I.3_4. Grid headers: VERY LITTLE → A LITTLE I.3_1 – I.3_4. Grid items text edits: c. Center director(s) d. Other employees of our organization agency e. Contract workers (for example e.g., through a staffing firm) h. EHS/HS program director j. Other, specify Note: Item “a” appears in the Education questionnaire but not the other three. They start with item

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		agency.	“b.”
	All	Text edit. Revised text to clarify Head Start program vs agency.	I.4_1 – I.4_4. How much would you say that procedures for [domain-based textfill] vary across your agency program ?
	All	Grid item text edits, Grid header update. Revised text to clarify Head Start program.	I.4_1 – I.4_4. Grid headers: VERY LITTLE → A LITTLE I.4_1 – I.4_4. Grid items text edits: a. Within centers A cross classrooms or staff within one center b. Across different centers in a program
	All	Text edit and moved placement of domain-based textfill. Revised text to clarify Head Start program vs agency.	I.5_1 – I.5_4. How much would you say that [domain-based textfill] practices for [domain-based textfill] vary across your agency program ?
	All	Grid item text edits. Grid header update. Revised text to clarify Head Start program.	I.5_1 – I.5_4. Grid headers: VERY LITTLE → A LITTLE I.5_1 – I.5_4. Grid items text edits: a. Within centers A cross classrooms or staff within one center b. Across different centers in a program
	Health	Updated instruction text.	I.6_1 – I.6_4. How are decisions made about the training or technical assistance that staff will receive related to [domain-based textfill]? CODE-CHECK ALL THAT APPLY
	All	Revised response options to better distinguish between	I.6_1 – I.6_4. Response option updates: <input type="checkbox"/> I don't recall recent training or technical assistance on this topic know1 <input type="checkbox"/> An agency program -wide decision is made.....2

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		<p>categories and align with other data sources.</p> <p>Added an additional response option. Updated all numbering.</p> <p>Revised text to clarify Head Start program vs agency.</p>	<p><input type="checkbox"/> Based on data analysis* 8</p> <p><input type="checkbox"/> Other (specify)..... 10</p> <p><input type="checkbox"/> Not applicable..... 11</p> <p>NOTES:</p> <p>* The Education questionnaire was missing “Based on data analysis.” It was changed to be consistent with the other domains.</p> <p>The Fiscal questionnaire has an additional response item (“Chief Financial Officer”).</p>
Section II	Domains Impacted		
	All	<p>Text edit.</p> <p>Used bolding and increased type size in programmed instrument for emphasis.</p> <p>Revised text to clarify Head Start program vs agency.</p>	<p>II.1. Please think about the trainings or technical assistance activities your agency-program has experienced in [domain-based textfill] in the past 12 months. For these next questions, please choose one training or technical assistance activity that you think has been most useful to your agencyprogram. You may choose training or technical assistance received by a group of your staff or a single individual.</p>
	All	<p>Global replacement of “training” with “T/TA” in question text.</p> <p>Programming instruction added</p>	<p>II.2. What was the topic of that trainingT/TA?</p> <p>II.4.a. [if in-person training] Which of these best describes the type of in-person trainingT/TA this was?</p> <p>II.4.c. [if by phone] Which of these best describes the type of phone trainingT/TA this was?</p> <p>II.6.a. Was the trainingT/TA customized to the participants’ needs and abilities?</p> <p>II.9. What best describes the person or organization that provided the trainingT/TA?</p> <p>II.12.a. [If yes] How would you describe the specific goals for having staff participate in this</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		for clarity: [If Yes]	<p>trainingT/TA?</p> <p>II.13.a. Have there been any follow-up steps from this trainingT/TA or activity?</p> <p>II.13.b. [If Yes] What follow-up steps have you taken from this trainingT/TA or activity?</p> <p>II.15.b. What was the topic of that training or technical assistance activityT/TA?</p> <p>II.16. What was the primary mode of the training or technical assistanceT/TA?</p> <p>II.17.a. [if in-person] Which of these best describes the type of in-person trainingT/TA this was?</p> <p>II.17.c. [if by phone] Which of these best describes the type of phone trainingT/TA this was?</p> <p>II.19. Was the trainingT/TA customized to the participants' needs and abilities?</p> <p>II.21. Over how many separate sessions did the trainingT/TA take place? For example, did you spend 1 hour each week for 3 weeks (i.e., 3 sessions), or was it one 90-minute webinar (i.e., 1 session)?</p> <p>II.22. What best describes the person or organization that provided the trainingT/TA?</p> <p>II.25.a. [If Yes] How would you describe the specific goals for having staff participate in this trainingT/TA?</p> <p>II.26.a. Have there been any follow-up steps from this trainingT/TA or activity?</p> <p>II.26.b. [If Yes] What follow-up steps have you taken from this trainingT/TA or activity?</p>
	All	<p>Response option modification to clarify programming instruction and removal of miscellaneous text and hyphenation.</p> <p>Global replacement of "training" with "T/TA" in question text.</p>	<p>II.3. What was the primary mode of the trainingT/TA?</p> <p><input type="checkbox"/> In-person (ask 4a)..... 1</p> <p><input type="checkbox"/> On-line/webinar (ask 4b)..... 2</p> <p><input type="checkbox"/> Telephone calls (ask 4c)..... 3</p> <p><input type="checkbox"/> Other (please specify) (ask 5):..... 4</p>
	All	Revised categories to be more distinctive.	<p>II.4.b. [if online] Which of these best describes the type of online training this was?</p> <p><input type="checkbox"/> Peer learning group where participants learn mostly from one another..... 1</p> <p><input type="checkbox"/> On-line with only on-line interaction with the trainer or other trainees, such as an interactive webinar or an on-line collect course..... 2</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
			<input type="checkbox"/> On-line with on-line and other interaction with the trainer or other trainees, such as an interactive webinar or an on-line college course with follow-up phone or in-person supplementation.....3 <input type="checkbox"/> On-line with no interaction with the trainer or other trainees, such as a self-guided course or pre-recorded downloaded webinar.....4
	All	<p>Revised text to clarify Head Start program vs agency.</p> <p>Global replacement of “training” with “T/TA” in question text.</p> <p>Programming instruction included for II.14 to indicate the programming loop it should appear within.</p>	<p>II.5. Was there planned follow-up with the trainer or within your agency program to build on this training T/TA?</p> <p>II.6. Does your agency program have an ongoing relationship with this trainer?</p> <p>II.12. Did your agency program have a specific goal in having staff participate in this training T/TA, for example, to develop a new policy or improve particular practices?</p> <p>II.14. [Programming Instruction: Show only for first loop “good”] What are the top two reasons you found this training T/TA useful to your agency program? PLEASE INDICATE 1 AND 2 FOR THE TWO TOP REASONS.</p> <p>II.18. Was there planned follow-up with the trainer or within your agency program to build on this training T/TA?</p> <p>II.18.a. Does your agency program have an ongoing relationship with this trainer?</p> <p>II.25. Did your agency program have a specific goal in having staff participate in this training T/TA, for example, to develop a new policy or improve particular practices?</p>
	All	<p>Revised response option text to be consistent with text used in Wave 1 survey.</p> <p>Question text modified and bolding/underlining for emphasis on the question focus.</p>	<p>II.6.b. To what extent was the training or technical assistance inclusive and responsive to cultural, language, and ability differences of the children and families you serve?</p> <p><input type="checkbox"/> Very Much A Great Deal.....1</p> <p><input type="checkbox"/> Somewhat2</p> <p><input type="checkbox"/> A little3</p> <p><input type="checkbox"/> Not at all4</p> <p>II.6.b.1. To what extent was the training or technical assistance inclusive and responsive to cultural, language, and ability differences of your staff?</p> <p><input type="checkbox"/> Very Much A Great Deal.....1</p> <p><input type="checkbox"/> Somewhat2</p> <p><input type="checkbox"/> A little3</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
			<input type="checkbox"/> Not at all 4
	All	Provided an approximation instruction to the question text and clarification on collecting total hours of T/TA per person.	II.7. Approximately, How many hours-total hours of T/TA were received per person, did you receive this training-not including time spent doing homework or reading materials?
	All	Removal of text to clarify that the focus is not on a particular individual. Global replacement of “training” with “T/TA” in question text.	II.8. Over how many separate sessions did the training T/TA take place? For example, did you spend 1 hour each week for 3 weeks (i.e., 3 sessions), or was it one 90-minute webinar (i.e., 1 session)?
	All	Updated response options to reflect options used in Wave 1 survey for consistency.	II.9. Deleted: <ul style="list-style-type: none"> <input type="checkbox"/> Federal OHS program specialists..... 1 <input type="checkbox"/> OHS regional T/TA specialists..... 2 <input type="checkbox"/> OHS National Center staff..... 3 <input type="checkbox"/> OHS regional T/TA specialists and National Center staff..... 4 <input type="checkbox"/> Head Start staff from outside of your agency..... 5 <input type="checkbox"/> QRIS or other organizations helping licensed providers in your state..... 6 <input type="checkbox"/> Curriculum company, software company, or other company providing materials for working with children..... 7 <input type="checkbox"/> Local college or university staff..... 8 <input type="checkbox"/> A consultant or other private organization or individual..... 9 <input type="checkbox"/> Other governmental resources, including school districts..... 10

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
			<p><input type="checkbox"/> Other resource..... 11</p> <p>Replaced with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Associations or professional associations (e.g., NHSA, NAEYC)..... 1 <input type="checkbox"/> Child care resource and referral agencies..... 2 <input type="checkbox"/> Conferences and workshops (offsite or virtual)..... 3 <input type="checkbox"/> Consultants or onsite trainers (includes mental health and child care health consultants)..... 4 <input type="checkbox"/> Courses for certificate or credit..... 5 <input type="checkbox"/> Curriculum/product vendors..... 6 <input type="checkbox"/> Early Childhood Learning and Knowledge Center (OHS website)..... 7 <input type="checkbox"/> Local T/TA or offsite community partners..... 8 <input type="checkbox"/> Non-Head Start federally funded T/TA..... 9 <input type="checkbox"/> OHS National T/TA Centers..... 10 <input type="checkbox"/> OHS Regional T/TA Specialists..... 11 <input type="checkbox"/> Online learning networks..... 12 <input type="checkbox"/> State/County/City offices (e.g., ECE, education, health, social services)..... 13 <input type="checkbox"/> State Quality Rating and Improvement System..... 14
	All	<p>Global replacement of “training” with “T/TA” in question text.</p> <p>Revised text to clarify Head Start program vs agency.</p>	<p>II.10. Did your agencyprogram incur any costs for this trainingT/TA?</p>
	All	<p>Global replacement of “training” with “T/TA” in question text.</p> <p>Revised text to clarify Head Start</p>	<p>II.11. What areis the role(s) or job title(s) of the people from your agencyprogram who participated in the trainingT/TA?</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		<p>program vs agency.</p> <p>Other small text modifications for grammatical correctness.</p>	
	All	Removed extra text from screen to reduce cognitive burden.	II.12.a. & II.25.a. Grid header text: "MARK (X) YES OR NO IN EACH ROW"
	All	Revised response option text to clarify Head Start program vs organization.	<p>II.14.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Well executed..... 1 <input type="checkbox"/> Helped us meet requirements..... 2 <input type="checkbox"/> Spoke to a particular problem we have..... 3 <input type="checkbox"/> Was just at the right level for our organization program..... 4 <input type="checkbox"/> Had concrete steps we could implement..... 5 <input type="checkbox"/> Was something we are committed to..... 6 <input type="checkbox"/> We have a champion in the organization program to help us implement..... 7 <input type="checkbox"/> We had the necessary resources to implement..... 8 <input type="checkbox"/> It got us thinking about our work..... 9 <input type="checkbox"/> We were able to get many people trained..... 10 <input type="checkbox"/> Other (specify):..... 11
	All	<p>Revised text to clarify Head Start program vs agency.</p> <p>Added emphasis to "not." Added timeline for clarification.</p>	II.15.a. [Programming Instruction: Show only for second loop "bad"] For these next questions, please choose a training or technical assistance activity that your agency program has received in the past 12 months, but was not able to apply to improve practice.
	All	Revised categories to be more	<p>II.16.</p> <ul style="list-style-type: none"> <input type="checkbox"/> In-person..... 1

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		distinctive.	<input type="checkbox"/> On-line with no interaction with others, such as a self-guided course.....2 <input type="checkbox"/> Online interacting with others, such as a discussion group.....3 <hr/> <input type="checkbox"/> Telephone calls.....3 <input type="checkbox"/> Other (please specify):.....4
	All	Revised categories to be more distinctive.	II.17.b. [if online] Which of these best describes the type of online training this was? <input type="checkbox"/> Peer learning group where participants learn mostly from one another.....1 <input type="checkbox"/> On-line with only on-line interaction with the trainer or other trainees, such as an interactive webinar or an on-line collect course.....2 <input type="checkbox"/> On-line with on-line and other interaction with the trainer or other trainees, such as an interactive webinar or an on-line college course with follow-up phone or in-person supplementation.....3 <input type="checkbox"/> On-line with no interaction with the trainer or other trainees, such as a self-guided course or pre-recorded downloaded webinar.....4
	All	Revised response option text to be consistent with text used in Wave 1 survey. Question text modified and bolding/underlining for emphasis on the question focus.	II.19.b. To what extent was the training or technical assistance inclusive and responsive to cultural, language, and ability differences of the children and families you serve ? <input type="checkbox"/> Very Much A Great Deal.....1 <input type="checkbox"/> Somewhat2 <input type="checkbox"/> A little3 <input type="checkbox"/> Not at all4 II.19.b.1. To what extent was the training or technical assistance inclusive and responsive to cultural, language, and ability differences of your staff ? <input type="checkbox"/> Very Much A Great Deal.....1 <input type="checkbox"/> Somewhat2 <input type="checkbox"/> A little3 <input type="checkbox"/> Not at all4
	All	Providing an approximation instruction to the question text and clarification on	II.20. Approximately , How many hours total hours of T/TA were received per person, did you receive this training not including time spent doing homework or reading materials?

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		collecting total hours of T/TA per person.	
	All	<p>Removed text to clarify that the focus is not on a particular individual.</p> <p>Global replacement of “training” use with “T/TA” in question text.</p>	<p>II.21. Over how many separate sessions did the trainingT/TA take place? For example, did you spend 1 hour each week for 3 weeks (i.e., 3 sessions), or was it one 90-minute webinar (i.e., 1 session)?</p>
	All	Updated response options to reflect options used in Wave 1 survey for consistency.	<p>II.22.</p> <p>Deleted:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Federal OHS program specialists.....1 <input type="checkbox"/> OHS regional T/TA specialists.....2 <input type="checkbox"/> OHS National Center staff.....3 <input type="checkbox"/> OHS regional T/TA specialists and National Center staff.....4 <input type="checkbox"/> Head Start staff from outside of your agency.....5 <input type="checkbox"/> QRIS or other organizations helping licensed providers in your state.....6 <input type="checkbox"/> Curriculum company, software company, or other company providing materials for working with children.....7 <input type="checkbox"/> Local college or university staff.....8 <input type="checkbox"/> A consultant or other private organization or individual.....9 <input type="checkbox"/> Other governmental resources, including school districts.....10 <input type="checkbox"/> Other resource.....11 <p>Replaced with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Associations or professional associations (e.g., NHSA, NAEYC).....1 <input type="checkbox"/> Child care resource and referral agencies.....2 <input type="checkbox"/> Conferences and workshops (offsite or virtual).....3

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
			<ul style="list-style-type: none"> <input type="checkbox"/> Consultants or onsite trainers (includes mental health and child care health consultants).....4 <input type="checkbox"/> Courses for certificate or credit.....5 <input type="checkbox"/> Curriculum/product vendors.....6 <input type="checkbox"/> Early Childhood Learning and Knowledge Center (OHS website).....7 <input type="checkbox"/> Local T/TA or offsite community partners.....8 <input type="checkbox"/> Non-Head Start federally funded T/TA.....9 <input type="checkbox"/> OHS National T/TA Centers.....10 <input type="checkbox"/> OHS Regional T/TA Specialists.....11 <input type="checkbox"/> Online learning networks.....12 <input type="checkbox"/> State/County/City offices (e.g., ECE, education, health, social services).....13 <input type="checkbox"/> State Quality Rating and Improvement System.....14
	All	<p>Revised text to clarify Head Start program vs agency.</p> <p>Global replacement of “training” use with “T/TA” in question text.</p>	<p>II.23. Did your agency program incur any costs for so that staff could receive this training T/TA?</p>
	All	<p>Revised text to clarify Head Start program vs agency.</p> <p>Global replacement of “training” use with “T/TA” in question text.</p> <p>Other small text modifications for grammatical</p>	<p>II.24. What are is the role(s) or job title(s) of the people from your agency program who participated in the training T/TA?</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
	All	<p>correctness.</p> <p>Revised text to clarify Head Start program vs agency & organization vs program usage.</p> <p>Global replacement of “training” use with “T/TA” in question text.</p> <p>Programming instruction added to indicate the programming loop it should appear within.</p>	<p>II.27. [Programming Instruction: Show only for second loop “bad”] What is the main reason you found this training/T/TA was hard for your agency program to apply to its [domain-based textfill] work?</p> <ul style="list-style-type: none"> <input type="checkbox"/> training/T/TA addressed an issue we don't have.....1 <input type="checkbox"/> Our organization program is not ready to implement the ideas or actions from the training/T/TA.....2 <input type="checkbox"/> Our organization program had already been implementing the ideas or actions from the training/T/TA.....3 <input type="checkbox"/> It was difficult to find concrete next steps to implement.....4 <input type="checkbox"/> We do not have the resources to implement.....5 <input type="checkbox"/> Not a high enough priority for the organization program.....6 <input type="checkbox"/> We are too busy.....7 <input type="checkbox"/> Other (specify).....8
Section III	Domains Impacted		
	All	Removed extra text from screen to reduce cognitive burden	III.1. & III.2.a. (Fiscal only) & III.16. Grid header text removed: “MARK (X) YES OR NO IN EACH ROW”
	Health	Grid text updates: Revised text to clarify Head Start program vs agency. Added one missing word (your).	<p>III.1.</p> <p>a. Does your agency program have a mental health consultant (MHC) available to provide support to staff?</p> <p>b. Do teachers in your center-based programs request support from the mental health consultant?</p>
	Education	Grid header update	III.1.a. Grid headers: ABOUT MONTHLY → ABOUT ONCE A MONTH

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
	Education	Grid header update	III.2. Grid headers: ABOUT MONTHLY → ABOUT ONCE A MONTH
	Fiscal	Revised text to clarify Head Start program vs agency.	III.1.a. How much would you say each of the following describes your agency's program's fiscal operations practices? III.1.b. About how often does your agency program engage in the following activities? III.2. b. Within the last 3 years, how many clean audits did your agency program have?
	Health	Grid header update	III.2a. Grid headers: ABOUT MONTHLY → ABOUT ONCE A MONTH
	Health	Additional question text added for clarification.	III.2b. About how much is budgeted per year for a mental health consultant(s) to provide services to your program?
	All	Revised text to clarify Head Start program vs agency & organization vs program usage.	III.3. How much would you say [domain-based textfill] varies across your agency program? <input type="checkbox"/> Highly uniform across the organization program..... 1 <input type="checkbox"/> Some variation but mostly consistent across the organization program..... 2 <input type="checkbox"/> Considerable variation across the organization program..... 3 <input type="checkbox"/> I do not know the extent of variation across our organization program in this practice..... 4
	All	Revised text to clarify Head Start program vs agency. Added "I don't know option" and revised categories to be more distinctive. Programming instruction added.	III.4. Please think about your agency's program's [domain-based textfill] during the 2017-2018 program year (two years ago). Which of the following best describe any changes between that year and the current year: <input type="checkbox"/> [domain-based textfill] are about same as they were two years ago..... 1 <input type="checkbox"/> In the past two years, we have expanded or improved [domain-based textfill]..... 2 <input type="checkbox"/> In the past two years, we have had to weaken the decreased the [domain-based textfill]..... 3 <input checked="" type="checkbox"/> In the past two years, there has been no change to the [domain-based textfill] we have been able to provide..... 4 <input type="checkbox"/> I don't know (ask III.6)..... 4 [If no change (first choice is selected, or I don't know), then SKIP to III.6]
	All	Revised text to	III.5. What is the main source that has informed the agency's program's changes to its [domain-

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		<p>clarify Head Start program vs agency and agency vs organization.</p> <p>Added one additional response option for consistency across all domains (i.e., Education, Family Services, Fiscal, Health).</p>	<p>based textfill] in the past two years?</p> <p><input type="checkbox"/> Increased spending..... 1</p> <p><input type="checkbox"/> Received training or technical assistance..... 2</p> <p><input type="checkbox"/> Followed regulatory requirements or guidance..... 3</p> <p><input type="checkbox"/> Had a resource within the organization agency who championed the change.... 4</p> <p><input checked="" type="checkbox"/> Staff turnover in our centers..... 5</p> <p><input type="checkbox"/> Other (specify)..... 6</p> <p>III.5a. What is the main source that has <u>supported or enabled</u> the agency's program's changes to its [domain-based textfill] in the past two years?</p> <p><input type="checkbox"/> Increased spending..... 1</p> <p><input type="checkbox"/> Received training or technical assistance..... 2</p> <p><input type="checkbox"/> Followed regulatory requirements or guidance..... 3</p> <p><input type="checkbox"/> Had a resource within the organization agency who championed the change.... 4</p> <p><input checked="" type="checkbox"/> Staff turnover in our centers..... 5</p> <p><input type="checkbox"/> Other (specify)..... 6</p>
	All	<p>Revised text to clarify Head Start program vs agency.</p> <p>Added additional programming instruction.</p>	<p>III. 6. What are the two main challenges the agency program has faced or currently faces in [domain-based textfill]?</p> <p>III.7. (If III.5=2 or III.5a=2, then skip to III.8. else ask:) Last year, did your agency program receive any training or technical assistance on [domain-based textfill]?</p> <p>III.12. How well did the level of the training or technical assistance match the level of your agency's program's participants?</p> <p>III.15. [If III.14 = Yes] How well was your agency program able to achieve that goal through the training or technical assistance?</p> <p>III.16. What other investments did the agency program make to supporting the training or technical assistance?</p> <p>III.17. Do you feel that additional training or technical assistance would help your agency program improve its [domain-based textfill]?</p>
	All	<p>Updated response options to reflect options used in Wave 1 survey for</p>	<p>III.8. What best describes who provided individuals or organizations provided that the training or technical assistance? SELECT ALL THAT APPLY.</p> <p>Deleted:</p> <p><input checked="" type="checkbox"/> Federal OHS program specialists..... 1</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		<p>consistency.</p> <p>Added text to the question text for further clarification.</p>	<p><input type="checkbox"/> OHS regional T/TA specialists.....2</p> <p><input type="checkbox"/> OHS National Center staff.....3</p> <p><input type="checkbox"/> OHS regional T/TA specialists and National Center staff.....4</p> <p><input type="checkbox"/> Head Start staff from outside of your agency.....5</p> <p><input type="checkbox"/> QRIS or other organizations helping licensed providers in your state.....6</p> <p><input type="checkbox"/> Curriculum company, software company, or other company providing materials for working with children.....7</p> <p><input type="checkbox"/> Local college or university staff.....8</p> <p><input type="checkbox"/> A consultant or other private organization or individual.....9</p> <p><input type="checkbox"/> Other governmental resources, including school districts.....10</p> <p><input type="checkbox"/> Other resource.....11</p> <p>Replaced with:</p> <p><input type="checkbox"/> Associations or professional associations (e.g., NHSA, NAEYC).....1</p> <p><input type="checkbox"/> Child care resource and referral agencies.....2</p> <p><input type="checkbox"/> Conferences and workshops (offsite or virtual).....3</p> <p><input type="checkbox"/> Consultants or onsite trainers (includes mental health and child care health consultants).....4</p> <p><input type="checkbox"/> Courses for certificate or credit.....5</p> <p><input type="checkbox"/> Curriculum/product vendors.....6</p> <p><input type="checkbox"/> Early Childhood Learning and Knowledge Center (OHS website).....7</p> <p><input type="checkbox"/> Local T/TA or offsite community partners.....8</p> <p><input type="checkbox"/> Non-Head Start federally funded T/TA.....9</p> <p><input type="checkbox"/> OHS National T/TA Centers.....10</p> <p><input type="checkbox"/> OHS Regional T/TA Specialists.....11</p> <p><input type="checkbox"/> Online learning networks.....12</p> <p><input type="checkbox"/> State/County/City offices (e.g., ECE, education, health, social services).....13</p> <p><input type="checkbox"/> State Quality Rating and Improvement System.....14</p>
	All	Global replacement of “training” use with “T/TA” in question text.	<p>III.9. Did your agency program incur any costs so that staff could receive for this training T/TA?</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		Revised text to clarify Head Start program vs agency	
	All	Added additional response option.	III.9a. <ul style="list-style-type: none"> <input type="checkbox"/> OHS discretionary T/TA funds..... 1 <input type="checkbox"/> OHS operational funds..... 2 <input type="checkbox"/> Other sources, such as grants or other restricted funds..... 3 <input type="checkbox"/> Unknown..... 4
	All	Global replacement of “training” use with “T/TA” in question text. Revised text to clarify Head Start program vs agency. Other small text modifications for grammatical correctness.	III.10. What are is the role(s) or job title(s) of the people from your agency program who participated in the training T/TA ?
	All	Revised response option text to be consistent with text used in Wave 1 survey. Question text modified and bolding/underlining for emphasis on the	III.11. To what extent was the training or technical assistance inclusive and responsive to cultural, language, and ability differences of the <u>children and families you serve?</u> <ul style="list-style-type: none"> <input type="checkbox"/> Very Much A Great Deal..... 1 <input type="checkbox"/> Somewhat 2 <input type="checkbox"/> A little 3 <input type="checkbox"/> Not at all 4 III.11a. To what extent was the training or technical assistance inclusive and responsive to cultural, language, and ability differences of <u>your staff?</u> <ul style="list-style-type: none"> <input type="checkbox"/> Very Much A Great Deal..... 1

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		question focus.	<input type="checkbox"/> Somewhat 2 <input type="checkbox"/> A little 3 <input type="checkbox"/> Not at all..... 4
	All	<p>Global replacement of “training” use with “T/TA” in question text.</p> <p>Revised text to clarify Head Start program vs agency.</p> <p>Modified text to provide an example.</p>	<p>III.14. Did your agency program have a specific goal for participating in that this training of technical assistance-T/TA, for example, to develop a new policy or improve particular practices?</p>
	All	<p>Grid text edited for global replacement of “training” use with “T/TA” in question text.</p> <p>Added Other (specify) grid item.</p>	<p>III.16.</p> <p>d. Follow-up trainings T/TA to implement what was learned in the original training T/TA activity</p> <p>e. Additional trainings T/TA to implement what was learned in the original training T/TA activity</p> <p>f. Other (specify): _____</p>
Section IV	Domains Impacted		
	All	<p>Specified program year explicitly.</p> <p>Revised text to clarify Head Start program vs agency & organization vs program usage.</p>	<p>IV.1. For the current program year (2019-2020), what are your agency's program's main training or technical assistance priorities in [domain-based textfill]? Please include professional development for individual staff as well as organizational program technical assistance or training priorities.</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
	All	Removed extra text from screen to reduce cognitive burden	IV.2. & IV.9. Grid header text removed: "MARK (X) YES OR NO IN EACH ROW"
	All	Added Other (specify) choice to grid on IV.2	IV.2. Please indicate whether any of the listed priorities can be described as follows: j. Other (specify): _____ <input type="checkbox"/> 1 <input type="checkbox"/> 0
	All	Revised text to clarify Head Start program vs agency. One minor word placement change (from "you are" to "are you").	IV.3. How confident are you that your agencyprogram will be able to achieve its training and technical assistance priorities for [domain-based textfill] this year? IV.4. What challenges does your agencyprogram encounter in its efforts to obtain the training and technical assistance it would like for [domain-based textfill]? To what extent do each of the following factors make it difficult for your agencyprogram to get the training and technical assistance it would like for [domain-based textfill]? IV.5. Please think about your agency'sprogram's goals for [domain-based textfill]. How satisfied are you with the training and technical assistance available to help you achieve these goals? IV.6. How satisfied you are you with different types of training and technical assistance providers that may be available to help your agencyprogram achieve its goals related to [domain-based textfill]? Some of these provider types may not be available to you. IV.7. Is there a type of training or technical assistance in [domain-based textfill] that you would like to get for your agencyprogram but you have not been able to obtain? IV.11. Do you have any other comments about the training and technical assistance available to your agencyprogram for [domain-based textfill] activities?
	All	Grid text edited for global replacement of "training" use with "T/TA".	IV.4. a. Available trainingsT/TA are too expensive b. Difficult to make staff time for trainingsT/TA c. Not very manymuch trainingsT/TA available in our area d. trainingsT/TA are far away or at inconvenient times e. We do not have staff time or budget to implement what the trainingT/TA recommended f. Do not like the quality of the trainingsT/TA that are available
	All	Added a "Don't Know" option on this grid question.	IV.6. Deleted: <input type="checkbox"/> Federal OHS program specialists..... 1

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
		Updated response options to reflect options used in Wave 1 survey for consistency.	<p> <input type="checkbox"/> OHS regional T/TA specialists.....2 <input type="checkbox"/> OHS National Center staff.....3 <input type="checkbox"/> OHS regional T/TA specialists and National Center staff.....4 <input type="checkbox"/> Head Start staff from outside of your agency.....5 <input type="checkbox"/> QRIS or other organizations helping licensed providers in your state.....6 <input type="checkbox"/> Curriculum company, software company, or other company providing materials for working with children.....7 <input type="checkbox"/> Local college or university staff.....8 <input type="checkbox"/> A consultant or other private organization or individual.....9 <input type="checkbox"/> Other governmental resources, including school districts.....10 <input type="checkbox"/> Other resource.....11 </p> <p>Replaced with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Associations or professional associations (e.g., NHSA, NAEYC).....1 <input type="checkbox"/> Child care resource and referral agencies.....2 <input type="checkbox"/> Conferences and workshops (offsite or virtual).....3 <input type="checkbox"/> Consultants or onsite trainers (includes mental health and child care health consultants).....4 <input type="checkbox"/> Courses for certificate or credit.....5 <input type="checkbox"/> Curriculum/product vendors.....6 <input type="checkbox"/> Early Childhood Learning and Knowledge Center (OHS website).....7 <input type="checkbox"/> Local T/TA or offsite community partners.....8 <input type="checkbox"/> Non-Head Start federally funded T/TA.....9 <input type="checkbox"/> OHS National T/TA Centers.....10 <input type="checkbox"/> OHS Regional T/TA Specialists.....11 <input type="checkbox"/> Online learning networks.....12 <input type="checkbox"/> State/County/City offices (e.g., ECE, education, health, social services).....13 <input type="checkbox"/> State Quality Rating and Improvement System.....14 <p>Response Options: NOT AT ALL NOT VERY MUCH</p>

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
			SOMEWHAT A GREAT DEAL NOT AVAILABLE TO US DON'T KNOW
	All	Added additional text to clarify focus of question.	IV.9. Would you describe the area of training or technical assistance you were unable to obtain on (INSERT TEXT FROM iv.8) as ...
	All	Edited question and response option text for global replacement of “training” with “T/TA”.	IV.10. What is the main reason you have not been able to obtain this trainingT/TA <input type="checkbox"/> Available trainingsT/TA are too expensive..... 1 <input type="checkbox"/> Difficult to make staff time for trainingsT/TA2 <input type="checkbox"/> Not very many trainingsT/TA available in our area.....3 <input type="checkbox"/> General schedule obstacles.....4 <input type="checkbox"/> TrainingsT/TA are far away or at inconvenient times.....5 <input type="checkbox"/> We do not have the resources to support work after the trainingT/TA6 <input type="checkbox"/> Do not like the quality of the trainingsT/TA that are available.....7 <input type="checkbox"/> Limited access to technology.....8 <input type="checkbox"/> Other (specify).....9
	All	OUTRO (i.e., end of survey) 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

Questionnaire Section	Domains Impacted	Summary of Revision	Specific Questions and Text Edits
			<p>weeks:</p> <p>First and Last Name: _____</p> <p>Street 1: _____</p> <p>Street 2: _____</p> <p>City: _____</p> <p>State: _____</p> <p>Zipcode: _____</p> <p>[if Amazon Giftcode selected on OUTRO] Please provide your preferred email address to receive the Amazon Giftcode honorarium: Email address: _____</p> <p>Below is your Amazon giftcode number for your \$25 honorarium. You will also receive this giftcode via email.</p>