

# **Screening Tool for Unaccompanied Alien Children Program Staff and Visitors**

**OMB Information Collection Request  
0970 - NEW**

## **Supporting Statement Part A - Justification**

**March 2020**

Submitted By:  
Unaccompanied Alien Children Program  
Office of Refugee Resettlement  
Administration for Children and Families  
U.S. Department of Health and Human Services

## **SUPPORTING STATEMENT A – JUSTIFICATION**

### **1. Circumstances Making the Collection of Information Necessary**

The emergence of the COVID-19 infectious disease pandemic has necessitated action to help ensure the unaccompanied alien children and program staff health and safety within the Unaccompanied Alien Children (UAC) Program.

Due to the time sensitivity of collecting the information in the proposed COVID-19 risk questionnaire, we are requesting from OMB expedited review and approval through special processing. A request for review under normal procedures will be submitted within 180 days of the approval for this request.

### **2. Purpose and Use of the Information Collection**

The COVID-19 risk questionnaire asks participants whether or not they display COVID-19 symptoms, whether or not they have had close contact with individuals known to test positive for COVID-19, and whether or not they have travel history to areas of sustained transmission of COVID-19.

The information collected by conducting this survey at UAC programs will help ensure the health and safety of children in our care and our program staff by helping to identify and reduce potential exposure to COVID-19.

### **3. Use of Improved Information Technology and Burden Reduction**

This short 3 question survey does not require any technology to effectively implement. Respondents will complete the questions upon arrival at the program, they will not be collected electronically.

### **4. Efforts to Identify Duplication and Use of Similar Information**

This is new collection and there is currently no duplication of the information this questionnaire is investigating. Also, responses are unique to each respondent for that particular day.

### **5. Impact on Small Businesses or Other Small Entities**

No significant impacts on small businesses or other small entities are anticipated based solely on this collection.

### **6. Consequences of Collecting the Information Less Frequently**

If programs are unable to implement this screening, it is possible that COVID-19 positive staff or visitors may be mistakenly allowed into programs, potentially exposing significant numbers of staff and children to the virus and continuing the spread of the pandemic.

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

There are no special circumstances.

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

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 alerted the public to a request for emergency approval for six months of data collection and provided a sixty-day comment period related to the full request that will be submitted to continue data collection beyond six months. A full request will document any comments received and how ACF has considered the comments.

**9. Explanation of Any Payment or Gift to Respondents**

Respondents will not receive any payment or gifts.

**10. Assurance of Confidentiality Provided to Respondents**

Individual responses to this questionnaire are strictly for use to protect the public health of UAC program staff and UAC in ORR care.

**11. Justification for Sensitive Questions**

There is some sensitivity regarding individual responses as their responses may indicate they are experiencing symptoms of infection, or travel history with possible exposure to COVID-19. This information is necessary to ensure the health and safety of children in ORR’s care.

**12. Estimates of Annualized Burden Hours and Costs**

Information Collection Title	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
UAC COVID-19 Questionnaire	15,000	260	0.033	128,700	\$16	\$2,059,200
<b>Estimated Annual Burden Total:</b>				<b>128,700</b>	<b>Estimated Annual Cost Total:</b>	\$2,059,200

The cost to respondents was approximated from the minimum wage for Texas, where the bulk of our UAC programs reside, which is \$8. To account for fringe benefits and overhead the rate was multiplied by two which is \$16. Minimum wage data was collected from the Bureau of Labor and is available here:

<https://www.dol.gov/agencies/whd/minimum-wage/state>

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

There are no additional costs to respondents or record keepers.

**14. Annualized Cost to the Federal Government**

The agency anticipates minimal costs incurred to implement this. No additional staff are required to enact this line of questioning at the programs and it may be completed as a collateral duty. There may be some opportunity costs if time that is spent on other work would be shifted to screening; this could be comparable to the respondent burden hours and costs. This form will only be implemented to support the ongoing response to the COVID-19 outbreak, for the purposes of this request, we have provided an annual cost estimate.

Federal Hour Estimates:

Developing the survey = 4 hours total

Disseminating the survey = 1 hour total

Analyzing and Acting on Received Information = 2 hours/week \* 52 weeks = 104 hours

Assume all work performed by GS13 = \$40.00/hour

(<https://www.federalpay.org/gs/2019/GS-13>)

Total Annualized cost approximately \$4,360

**15. Explanation for Program Changes or Adjustments**

This is a new information collection.

**16. Plans for Tabulation and Publication and Project Time Schedule**

There is no intention to public responses to this data.

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

Display of the expiration date is acceptable, no exception is being sought for this.

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information.