

Memo

To: Josh Brammer, Office of Information and Regulatory Affairs, Office of Management and Budget

From: Nina Hetzner and Meryl Barofsky, Office of Planning, Research, and Evaluation, Administration for Children and Families

Date: February 11, 2020

Subject: Nonsubstantive Change Request to Response Survey - Head Start Family and Child Experiences Survey (FACES 2019) [OMB # 0970-0151]

We are requesting nonsubstantive changes to eight instruments for the Office of Planning, Research, and Evaluation project: Head Start Family and Child Experiences Survey (FACES 2019) [Nationally representative studies of HS programs], OMB Information Collection Request 0970–0151. These changes are in the following:

- FACES Parent Survey (Attachment 8),
- American Indian/Alaska Native (AI/AN) FACES Parent Survey (Attachment 17),
- FACES Teacher Survey (Attachment 11),
- AI/AN FACES Teacher Survey (Attachment 20),
- FACES Program Director Survey (Attachment 12),
- AI/AN FACES Program Director Survey (Attachment 21),
- FACES Center Director Survey (Attachment 13), and
- AI/AN FACES Center Director Survey (Attachment 22).

Across all instruments, we made revisions to clarify and streamline instructions for programmers, revised soft check text by substituting “Continue” for “Next” to match the button that web respondents will see, and to clarify the soft check text on grid-style questions to improve clarity. We revised or added instructions for “select one or more” (rather than “code all that apply”) and “select one only.” Throughout all instruments, we revised programmed question text fills for clarity. We also clarified skip instructions and response ranges to reflect administration in 2020. Additionally, we streamlined the display of “other-specify” items for how the program captures that information. Finally, we re-numbered some response options for consistency across instruments. These changes do not affect burden estimates or meaningfully alter the survey content for the respondent.

In addition to the global changes noted above, we propose the following changes to individual instruments. These changes are all minor and in an effort to clarify and streamline instruments. The changes do not affect burden estimates or meaningfully alter the survey content for the respondent.

FACES Parent Survey Specific Item Change Details

- **Intro2:** Add instructions to clarify how respondents move forward in the instrument. Add Spanish translation.
- **Questions SC10, SC11, and M1 response option g:** Revise Spanish translation to ensure consistency throughout instrument.
- **Question A5:** Revise Spanish translations of response options for consistency.

- **Question A8:** Revise Spanish translation to assist with switching between English and Spanish.
- **Question D7:** Revise Spanish translation to align more closely with English text.
- **Questions D8, D10:** Revise Spanish translation of response option 30 to align more closely with English text.
- **Question H8:** Revise Spanish translation to align more closely with English text.
- **Question H10:** Revise Spanish translation of question text to align more closely with English text. Correct error in response option text.
- **Question I1:** Fix typographical error in one response option.
- **Question J1:** Revise Spanish translation of question text and response options to align more closely with English text.
- **Question J17:** Add text to clarify the response options available on the web.
- **Questions J20, K20, L20:** Fix typographical error in Spanish translation.
- **Question K_Intro:** Revise Spanish translation to align more closely with English text.
- **Question K17:** Add text to clarify the response options available on the web.
- **Question L13:** Add Spanish translation for response option 059.
- **Question M9:** Revise order of response options to align with question text.
- **Question N22:** Correct typographical error in Spanish translation of response option 1.
- **Questions X10, X11:** Remove items.

AI/AN FACES Parent Survey Specific Item Change Details

- **Intro2:** Add instructions to clarify how respondents are forward in the instrument.
- **Question B3a:** Correct a typographical error.
- **Questions J43 and K43:** Remove text from CATI to streamline question administration.
- **Question M10:** Correct question text to match response options.
- **Question P42b1. P42b2 (spring only item):** Revise universe so all respondents receive in spring 2020.
- **Question P42b2 (spring only item):** Revise to better capture special conditions or needs that may have been identified at birth.

FACES Teacher Survey Specific Item Change Details

- **Throughout:** Change “classroom” to “class” in survey questions to make clear we are referring to a group of children and not a room. Revise fills to accommodate teachers who teach more than one class.
- **Survey information screen:** Revise text to specify teacher survey content as some teachers will also complete teacher child reports (Attachment 10).
- **Survey instructions screen:** Revise text to align with programmed instrument functionality.
- **Survey welcome screen:** Remove as redundant with prior screens.
- **Consent screen:** Add brief description of the teacher survey.

- **Screener section (SC0, SC0a):** Add text to display if respondent screens out of instrument.
- **Programmer notes:** Add footnote to appear on each screen with study contact information.
- **Introduction section:** Add definition of “class” and “classroom” for clarity.
- **Question S1b:** Add hard check if date entered is in the future.
- **Question AA2:** Revise text to add clarity for home visitor respondents.
- **Question A0-1 series:** Add respondent instructions for clarity for respondents who teach more than one class.
- **Question A7f, A7g:** Update question text to refer to specific curriculum.
- **Questions A12a, A12b (formerly A11a, A11b):** Reverse order of these items to improve flow of survey. Re-number to make easier for back-end processing.
- **Question A42:** Add respondent instruction to clarify respondent should consider all classes in answering the item.
- **Question B4:** Revise question text to align with a self-administered mode.
- **Question D2:** Add definition of “lead teacher” for clarity.

AI/AN FACES Teacher Survey Specific Item Change Details

- **Throughout:** Change “classroom” to “class” in survey questions to make clear we are referring to a group of children and not a room.
- **Question SC0a:** Add note for home visitors to explain what we mean by “classroom” or “class.” Also add a note (formerly at A0-1Intro) for teachers of two classrooms that they will be asked an abbreviated set of items for their second class.
- **Question S1b:** Revise “the” to “this” to make clear we are referring to the current program year. Change the date in the instruction to accommodate programs with an early program year start date.
- **Question AA2:** Add “aside from your home visitor caseload, do” to clarify question for home visitor respondents.
- **Introduction to section AB:** Add an instruction for clarity for teachers with more than one class.
- **Question AB4:** Revise “they” to “children” for clarity for respondents routed from question AB6.
- **Question AB11:** Change “Do” to “How often do” to clarify frequency needed in response options.
- **Question AB7:** Revise “cultural” to “culture” in response options.
- **Question AB17:** Correct a typographical error.
- **Question A0-1Intro:** Move instruction up to question SC0a.
- **Question A0-1x:** Add instruction for clarity.
- **Question A2m1:** Revise order of instructions for clarity.
- **Question A3a_r:** Add an instruction for clarity.
- **Questions A3c and A3d:** Revise question text to align across studies.
- **Question A46:** Delete “Do you...” from question stem to reduce redundancy.

- **Question A3g:** Add “at A3f” and an instruction for clarity.
- **Question A4a:** Add “at A4” and an instruction for clarity.
- **Question A29a:** Revise question text to present tense to align with previous item.
- **Question A43a:** Revise item number for clarity.
- **Question B3:** Edit introduction to align with self-administered mode.
- **Question B4:** Revise to align with self-administered mode.
- **Question C1:** Change “indicate” to “select.”
- **Question C1c.:** Move definition of “shake off the blues” to appear next to the response option instead of at the end of the question.
- **Question D1:** Change “next” to “last” to indicate this is the final section in the survey.
- **Question D12r:** Revise question number to distinguish from previous waves. Add “don’t know” response option.
- **Question D13r:** Revise question number to distinguish from previous waves. Add “don’t know” response option.
- **Question D17a:** Add “don’t know” response option.
- **Question D23:** Revise question text for consistency across instruments.

FACES Center Director Survey Specific Item Change Details

- **Intro3:** Remove text to align with other instruments.
- **HelpDesk:** Move to appear at the bottom of each screen.
- **Final:** Move to end of survey
- **Programmer notes:** Add instructions to clarify how directors of multiple centers should route through the survey.
- **DidNotConsent:** Add text to appear if respondent does not provide consent.
- **Intro:** Add instructions for directors of multiple centers.
- **Question A0-6:** Add “don’t know” response option.
- **Question A2:** Revise a check to be soft instead of hard.
- **Questions A4, A12j, A12k, A12l, B21a, B22:** Add text regarding co-teachers for clarity and to align across instruments.
- **Questions B3h, B10b, H5, O2, O4, I6:** Change to a grid format to facilitate instrument flow.
- **Question H7:** Move definition of “leadership institute” to align with layout in AI/AN FACES.
- **Question H8:** Revise question text for clarity and to align across instruments.
- **Question O6d:** Add hard check for web to instruct respondent that he or she entered both a response and “none of these things.”
- **Question O2:** Add response option i to capture child care subsidy programs.
- **Questions O12a, O12b, O12c:** Change from “select all that apply” to “select one only.”
- **Question IA:** Add routing instructions for directors of multiple centers.
- **Question I2:** Correct number of years Head Start has been in existence.
- **Additional screens:** Add instructions for center directors that also direct more than one center. Add text to display when survey ends.

AI/AN FACES Center Director Survey Specific Item Change Details

- **Introduction:** Add text describing the content of the survey.
- **Re-ordering of sections:** Re-order sections of survey to align with FACES.
- **Question B3h:** Change numbering of response option 14 to align with FACES. Correct a typographical error in response option 6.
- **Question B4a1:** Add a definition of “lead teacher” to align with FACES.
- **Question K2:** Change response label from “hours” to “minutes” to capture more accurate responses.
- **Question H8:** Revise question text for clarity and to align across instruments.
- **Question I6:** Move to align with numbering of FACES version.

FACES Program Director Survey Specific Item Change Details

- **Intro3:** Remove text to align with other instruments.
- **Programmer notes:** Add instructions to clarify how respondents who are also center directors should route through the survey.
- **HelpDesk:** Move to appear at the bottom of each screen.
- **Final:** Move to end of survey.
- **DidNotConsent:** Add text to appear if respondent does not provide consent.
- **Question B3:** Revise question text to remove redundancy and to align with other instruments.
- **Question B3f:** Add text regarding co-teachers for clarity and to align across instruments.
- **Questions B3h, B10b, H5, O2, O4, I6:** Change to a grid format to facilitate instrument flow.
- **Question B27b_r:** Revise response options to align with other instruments.
- **Question H5:** Add missing “select one per row” erroneously left off previously.
- **Question H7:** Add response option C2H7_c for multi-role directors.
- **Question H8:** Add example to response option 9 for clarity.
- **Question O1:** Clarify Head Start refers to preschool Head Start, not Early Head Start.
- **Question O2:** Revise question text for clarity and to align with AI/AN FACES.
- **Questions O12a, O12b, O12c:** Change from “select all that apply” to “select one only.”
- **Intro.Center and Intro.MultiCenter:** Add to provide instructions to those respondents who also direct one or more centers. Add description of center director content to show connection between instruments for those respondents who also serve as center directors.
- **Question IA:** Add response option C2I2b for respondents who are also center directors.
- **Question I2:** Correct number of years Head Start has been in existence.
- **Question I14:** Add routing instructions for respondents who are also center directors.
- **Questions C2I15a, C2I18:** Add for respondents who are also center directors.
- **Additional screens:** Delete screens not needed. Add instructions for program directors that also serve as center directors. Add text to display when survey ends.

AI/AN FACES Program Director Survey Specific Item Change Details

- **Introduction:** Add text describing the content of the survey
- **Re-ordering of sections:** Re-order sections of survey to align with FACES.
- **Question AB1:** Correct typographical error in question text.
- **Question AB16a:** Add instruction for how to code no Native language use.
- **Question E3:** Revise question text to align with FACES version.
- **Question B3:** Revise to spell out abbreviations to align with FACES.
- **Question B3f:** Add abbreviations to align with question B3.
- **Question B27b_r:** Revise item number to align with FACES. Revise response options to align with other instruments.
- **Question H8:** Revise question wording for clarity and to align across instruments.
- **Question Na1:** Remove response option 4 to align with other instruments. Re-number remaining response options.
- **Question P2:** Revise question text to make more explicit.
- **Question I6:** Remove introductory text as no longer relevant with section re-ordering.