

# **Data Collection Plan for the Adoption Call to Action**

**OMB Information Collection Request  
0970 - NEW**

## **Supporting Statement Part B – Statistical Methods**

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## SUPPORTING STATEMENT B – STATISTICAL METHODS

### 1. Respondent Universe and Sampling Methods

The evaluation of the Adoption Call to Action is designed to gather data from every jurisdiction that is participating in the initiative. Data will be collected by delivering surveys via e-mail to one representative from each of the 53 jurisdictions participating in the initiative. A response rate of 100% is expected due to multiple factors related to the type of service being provided to the potential respondents and the type of questions being asked in the surveys. As part of this initiative, respondents and their jurisdictions are receiving frequent and individualized support from Technical Assistance (TA) providers. This affords TA providers opportunities to send personalized messages to the respondents about the data collection and to be available to answer questions as needed. By completing this data collection, respondents will get the added benefit of documenting their initiative's progress, which will support efforts to monitor progress, make adjustments as needed, and to keep stakeholders informed about successes and challenges. Knowing this should increase the respondent's buy-in and motivation to participate in this data collection.

Descriptions of the respondents to each instrument and calculation of the estimated response rates is shown in the table below.

<b>Instrument</b>	<b>Respondents</b>	<b># Respondents/ # Sampled</b>	<b>Expected Response Rate (%)</b>
Adoption Call to Action Baseline Survey	Child Welfare (CW) professionals (e.g., frontline staff, supervisors/directors)	53/ 53	100%
Adoption Call to Action Progress Update	CW professionals (e.g., frontline staff, supervisors/directors)	53/ 53	100%

### 2. Procedures for the Collection of Information

The specific procedures utilized for each data collection instrument are described below.

**Adoption Call to Action Baseline Survey.** Survey will be delivered to respondents via e-mail (Appendix A), with a link to an online survey. Participants will be given two weeks to complete the survey. TA providers will follow up with potential respondents throughout the two week period until the survey is completed.

**Adoption Call to Action Progress Updates.** Surveys will be delivered to respondents via e-mail (Appendix B), with a link to an online survey. Participants will be given two weeks to complete the survey. TA providers will follow up with potential respondents throughout the two week period until the survey is completed.

### **3. Methods to Maximize Response Rates and Deal with Nonresponse**

The Center has taken steps to maximize response rates. Questions are designed to minimize burden by asking respondents to draw upon existing data that they are already collecting as part of the initiative and day-to-day agency data collection activities, rather than asking participants to conduct additional analysis or gather new data sources. Outreach to potential respondents will also convey that by providing this data, participants will be able to monitor and track their own progress and allow TA providers to tailor TA supports and measure outcomes of the project. Potential respondents will be provided multiple opportunities to complete the surveys, with up to three reminders from TA providers that they have established rapport with and ongoing support from. As needed, TA providers will also provide support to jurisdictions in completing the surveys.

### **4. Test of Procedures or Methods to be Undertaken**

Instruments for this data collection were reviewed internally by subject matter experts, but were not tested.

### **5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

Should you have any questions about the contents of this OMB submission package, please contact one of the following individuals:

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