

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION:

Virtual meeting for soliciting feedback on recruitment and engagement strategies

PURPOSE:

We will host two virtual meetings to solicit feedback on recruitment and engagement strategies for youth at-risk of homelessness who are or have been involved with the child welfare system. The feedback collected will help inform decisions in the summative evaluation being designed and conducted as part of a larger effort known as “Building Capacity to Evaluate Interventions for Youth/Young Adults with Child Welfare Involvement at Risk of Homelessness: Phase III (YARH-3).”

Each meeting will include members from one of two existing stakeholder groups – the National Partners Stakeholder Group or the Provider Stakeholder Group – who will provide feedback to the YARH-3 team at various points during the design, implementation, and reporting of the summative evaluation. Each meeting is focused on slightly different questions based on their experiences and expertise (see questions and mode in the attachment).

DESCRIPTION OF RESPONDENTS:

The National Partner Stakeholder group includes individuals from organizations that serve the target population – such as Jim Casey Youth Opportunities Initiative, Corporation for Supportive Housing. The Provider Stakeholder group includes individuals from organizations with experience providing direct services to the target population – such as Westchester Building Futures or All Chicago Making Homelessness History.

TYPE OF COLLECTION: (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software | <input checked="" type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Mary Mueggenborg

To assist review, please provide answers to the following question:

Personally Identifiable Information:

- 1. Is personally identifiable information (PII) collected? Yes No
- 2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
- 3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals working in the private sector, Managers	10	1 hr	10 hrs
Individuals working in the private sector, Social workers	7	1 hr	7 hrs
Individuals working for the federal government	4	1 hr	4 hrs
Individuals working for state governments	2	1 hr	2 hrs
Totals	23		23 hrs

FEDERAL COST: The estimated annual cost to the Federal government is \$ 22,046.78.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions: N/A

The selection of your targeted respondents

- 1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Administration of the Instrument

- 1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain
- 2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instruments & Attachments:

Instrument 1: Proposed Questions and Mode of Administration

Attachment A: YARH-3 National Partner Stakeholder Meeting PPT
Attachment B: YARH-3 Provider Stakeholder Meeting PPT