



## DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary  
Washington DC 20201

### MEMORANDUM

**TO:** Sherette Funn, OS/OCIO-PRA Reports Clearance Officer

**THROUGH:** Debbie Kramer, HHS/OCIO-PRA Report Clearance Officer

**FROM:** Dianne Rucinski, OMH Evaluation Officer

**SUBJECT:** Non-Substantial Change Request 0990-0275, Implementation of an Internet & Paper-Based Uniform Data Set for OMH-funded Activities

**DATE:** 07/14/2020

Office of Minority Health requests OMB approve a modification to our Implementation of an Internet & Paper-Based Uniform Data Set for OMH-funded Activities process. Data collected are used in conjunction with systematic efforts to provide evaluation training and technical assistance (T/TA) to grantees and other funding recipients as well as to monitor and promote evaluation of intervention effectiveness throughout the course of a funding period/cycle to 'grow the science' regarding 'what works' in minority health improvement and health disparities reduction.

This request is for a non-substantive change to an excel template form used by OMH awardees to report data under OMB PRA #0990-0275.

The original form, Appendix A, asked awardees to report information on a quarterly basis. The form is designed to correspond with the federal fiscal quarters.

To simplify reporting for awardees, OMH asks that they submit their performance data collected under #0990-0275 with their quarterly progress report narratives and other required reporting.

Due to the timing of awards, over which OMH has little control, the reporting quarters for awardees do not always correspond to federal fiscal quarters. For example, some of OMH awardees provide a quarterly report for November 1 – January 31; February 1- April 30; May 1- July 31, and; August 1- October 31 while others report October 1 – December 31; January 1 – March 31; April 1 – June 30, and; July 1 – September 30. The asynchronicity of reporting conflicting quarterly periods prevents OMH from aggregating across initiatives, and prevents OMH from being able to accurately report by fiscal year.

The proposed alternative form, Appendix B, provides for awardees to record information by month rather than a three month period. Awardees will still be asked to report the information to OMH with their other quarterly reports on the schedule appropriate to their program and as stipulated in their notification of award. The alternative form will simply allow OMH to aggregate the monthly reports into the quarters it needs for management purposes.

Thank you for your consideration. Please let me know if you have any questions.

Please provide us with the Notice of Action upon OMB approval.

Thank you.