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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Laura Hoard
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Administration for Children and Families (ACF)

Date: June 25, 2020

Subject: Non-Substantive Change Request – Assessing Models of Coordinated Services for Low-Income Children and Their Families (OMB #0970-0535)

This memo requests approval of non-substantive changes to the approved information collection, Assessing Models of Coordinated Services for Low-Income Children and Their Families (OMB #0970-0535).

Background

On October 22, 2019, OMB approved site visits with staff from six state and local-level coordinated services approaches. These activities build on information collected through a national scan and telephone interviews under the generic clearance: Formative Data Collections for ACF Research (0970-0356). In light of the coronavirus pandemic, we need to shift the mode of data collection from in-person site visits to “virtual site visits” and have also added prompts to understand how operations have been affected by COVID-19. The proposed changes are prompted by the public health crisis and our desire to understand any adjustments coordinated services approaches have made as a result of COVID-19, and gather that information in a way that maintains health and safety of participants and the research team.

Overview of Requested Changes

Interview and Focus Group Protocols (Instruments 1 & 2): We have updated the interview and focus group protocols and outreach materials to acknowledge possible changes to the work of state and local coordinated services approaches and experiences of families as a result of the coronavirus, and to specify that the site visits will be conducted by audio/video conferencing, using a platform that meets the privacy/confidentiality needs of the government, instead of in-person. We have also added prompts to some of the questions in these protocols.

Recruitment Flyer for Parent Focus Groups (Appendix 3): We have updated the recruitment flyer to reflect the changed mode of data collection, such that interviews will be conducted by audio/video conferencing, using a platform that meets the privacy/confidentiality needs of the government, instead of in-person.

These proposed changes do not impact burden estimates for respondents.

Time Sensitivities

Due to COVID-19, data collection has been delayed, so prompt response to this non-substantive change request is appreciated. Additionally, we are in the process of submitting an extension request for this OMB number (expires October 31, 2020) and would like the OMB-approved updated materials available for the public comment period.