

**Attachment A: Ongoing Burden – Formative Data  
Collections for ACF Program Support  
(OMB #0970-0531)**

**December 2020**

Office of Planning, Research, and Evaluation  
Administration for Children and Families  
U.S. Department of Health and Human Services

Mary Switzer Building  
330 C St., SW  
Washington, D.C. 20201

### Previously Approved Information Collections

This generic was originally approved for 8,250 burden hours over the three year clearance period. Due to the success of this generic mechanism, ACF is requesting an increase to the estimated burden. While completing the process to increase the burden to the necessary scale, ACF submitted a change request for an interim burden increase. This increase was for 1,200 hours. Therefore, the previously approved burden under 0970-0531 was 9,450 hours.

#### Ongoing

The following data collections are ongoing at the time of this submission.

#### State Department of Education Contacts Form

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)
State Department of Education Contacts Form	54	1	1	54
<b>Estimated Burden Total:</b>				54

#### Supporting Working Families: ACF Roundtables on Improving Access to High-Quality Child Care

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)
Roundtable Protocol	1000	1	2.5	2500
<b>Estimated Burden Total</b>				<b>2500</b>

#### Feedback on Materials for Father Involvement National Media Campaign

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)
Exploratory Phase				
Screeners: Experts	10	1	.167	1.67
Interview: Experts	10	1	1	10
Screeners: Fathers	18	1	.167	2
Interview: Father	8	1	1	8
Interview: Family Member	8	1	.75	6

Concept Testing Phase				
Screenener	30	1	.167	5
One-on-One interview	30	1	1	30
Follow-Up Questions	30	1	.167	5
<b>Estimated Burden Total</b>				<b>65.33</b>

**Building Capacity to Evaluate Child Welfare Community Collaborations to Strengthen and Preserve Families (CWCC) Grantee Local Evaluation Plan and Implementation Plan Templates**

Instrument	No. of Grantees	No. of Respondents per Grantee	No. of Responses per Respondent	Avg. Burden per Response (in hours)	Total Burden (in hours)
Implementation Plan Template (Instrument 1)	9	2	1	10	90
Evaluation Plan Template (Instrument 2)	9	2	1	8	72
<b>Estimated Annual Burden Total:</b>	36		1	4.5	<b>162</b>

**Tribal Continuous Quality Improvement Collaboratives**

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)
Instrument 1: Plan-Do-Study-Act Planning Tool	19	10	3	570
Instrument 2: Monthly Data Reporting Template	19	10	2	380
<b>Estimated Burden Total:</b>				<b>950</b>

**Survey of Higher Education Instructors to Support the Development of Teaching Materials Based on OPRE's Research and Evaluation**

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)
Develop Teaching Materials: Faculty and Instructor Survey	350	1	.25	88
<b>Estimated Burden Total:</b>				<b>88</b>

**Using Concept Mapping to Develop a Theory to Describe the Work of the National Domestic Violence Hotline with Family and Friends of Victims/Survivors – Formative Data Collection**

<b>Instrument/Activity</b>	<b>No. of Respondents (total over request period)</b>	<b>No. of Responses per Respondent (total over request period)</b>	<b>Avg. Burden per Response (in hours)</b>	<b>Total Burden (in hours)</b>
1. Brainstorming	100	1	0.33	33
2. Sorting	100	1	0.33	33
3. Rating	100	1	0.33	33
4. Interpretation Webinar Discussion	60	1	1	60
<b>Estimated Burden Total:</b>				<b>159</b>

**OFA Training and Technical Assistance (TTA)**

<b>Instrument</b>	<b>No. of Respondents (total over request period)</b>	<b>No. of Responses per Respondent (total over request period)</b>	<b>Avg. Burden per Response (in hours)</b>	<b>Total Burden (in hours)</b>
Grantee Characteristics Form	136	1	1	136
<b>Estimated Burden Total:</b>				<b>136</b>

**Communications Focus Groups for Remaking the Safety Net**

<b>Instrument</b>	<b>No. of Respondents (total over request period)</b>	<b>No. of Responses per Respondent (total over request period)</b>	<b>Avg. Burden per Response (in hours)</b>	<b>Total Burden (in hours)</b>
Instrument 1: Beneficiaries Online Screener	750	1	0.25	187.5
Instrument 2: Beneficiaries Telephone Screener	750	1	0.42	315
Instrument 3: Providers Online Screener	2,250	1	0.25	562.5
Instrument 4: Providers Telephone Screener	2,250	1	0.42	945
Instrument 5: Beneficiaries Discussion Guide	8	1	2	16
Instrument 6: Providers Discussion Guide	24	1	2	48
<b>Estimated Burden Total:</b>				<b>2,074</b>

**Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) (October 2020 Approval)**

<b>Instrument</b>	<b>No. of Respondents (total over request period)</b>	<b>No. of Responses per Respondent (total over request period)</b>	<b>Avg. Burden per Response (in hours)</b>	<b>Total Burden (in hours)</b>
CONSORT Diagram Template	20	1.5	1	30
Baseline Equivalence Template	12	1.5	2	36
<b>Estimated Burden Total:</b>				<b>66</b>

**Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) (March 2020 approval)**

<b>Instrument</b>	<b>No. of Respondents (total over request period)</b>	<b>No. of Responses per Respondent (total over request period)</b>	<b>Avg. Burden per Response (in hours)</b>	<b>Total Burden (in hours)</b>
Impact analysis plan template	13	3	5	195
Descriptive analysis plan template	8	3	5	120
Lessons learned and promising practices template - PREIS	13	1	5	65
Lessons learned and promising practices template – Tribal PREP	8	1	5	40
<b>Estimated Burden Total:</b>				<b>420</b>

**Youth Empowerment Information, Data Collection, and Exploration on Avoidance of Sex (IDEAS) – Case Study of Parent Reflections**

<b>Instrument</b>	<b>No. of Respondents (total over request period)</b>	<b>No. of Responses per Respondent (total over request period)</b>	<b>Avg. Burden per Response (in hours)</b>	<b>Total Burden (in hours)</b>
1. Parent Screener Script	150	1	.08	12
2. Parent Discussion Guide	90	1	1.5	135
<b>Estimated Burden Total:</b>				<b>147</b>

## Office of Early Childhood Development Radical Family Engagement National Stakeholder Meeting

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)
Semi-structured discussion questions	110	1	0.5	55
<b>Estimated Burden Total:</b>				<b>55</b>

## Fathers and Continuous Learning in Child Welfare Project

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)
<b>Site Visit Instruments</b>				
Instrument 1: Semi-Structured Protocol: Improvement Team Group Interview	48	1	1.5	72
Instrument 2: Semi-Structured Protocol: Focus Group with Engagement Strategy Staff	60	1	1.5	90
Instrument 3: Semi-Structured Protocol: Interview with Child Welfare Agency Leaders	6	1	1	6
Instrument 4: Semi-Structured Protocol: Group Interview of Fathers and Paternal Relatives on the Improvement Team	12	1	1	12
<b>BSC Implementation Instruments</b>				
Instrument 5: Improvement Team Information Form	6	1	1	6
Instrument 6: Data Collection Planning Worksheet	60	1	2	120
Instrument 7: Discussion Forum Prompts	60	4	0.25	60
Instrument 8: Learning Session Day 1 Evaluation	36	3	0.16	18

Instrument 9: Action Planning Form	60	3	0.25	45
Instrument 10: Learning Session Overall Evaluation	60	4	0.25	60
Instrument 11: Site Self-Assessment	60	3	1.7	306
Instrument 12: Plan, Do, Study, Act (PDSA) Worksheet	60	15	0.25	225
Instrument 13: Implementation Assessment	60	2	0.33	40
Instrument 14: Speed Sharing for Learning Session 2	60	1	0.16	10
Instrument 15: Elevator Speech Assignment	36	2	0.5	36
Instrument 16: Spreading and Sustaining the Work	60	2	1	120
<b>Estimated Burden Total:</b>				<b>1,225</b>

### Supporting Partnerships to Advance Research and Knowledge (Project SPARK)

<b>Instrument</b>	<b>No. of Respondents (total over request period)</b>	<b>No. of Responses per Respondent (total over request period)</b>	<b>Avg. Burden per Response (in hours)</b>	<b>Total Burden (in hours)</b>
Instrument 1 – Safety	310	1	.168 hours (10 minutes)	52
Instrument 2 – Approaches to serving customers	310	1	.168 hours (10 minutes)	52
Instrument 3 – General wellbeing	310	1	.168 hours (10 minutes)	52
Instrument 4 – Engaging with customers remotely	310	1	.168 hours (10 minutes)	52
Instrument 5 – Remote services for customers	310	1	.168 hours (10 minutes)	52
Instrument 6 – Access to and use of technology	310	1	.168 hours (10 minutes)	52
Instrument 7 – Performance and accountability	310	1	.168 hours (10 minutes)	52
<b>Totals:</b>	<b>310</b>	<b>7</b>	<b>1.18 hours (70 minutes)</b>	<b>364</b>

## Healthy Marriage and Responsible Fatherhood Grantee Data Collection Plan Template

<b>Instrument</b>	<b>No. of Respondents (total over request period)</b>	<b>No. of Responses per Respondent (total over request period)</b>	<b>Avg. Burden per Response (in hours)</b>	<b>Total Burden (in hours)</b>	<b>Annual Burden (in hours)</b>
Data collection plan template	113	3	6	2,034	678

### **Total Ongoing Burden:**

<b>Project</b>	<b># Respondents</b>	<b>Burden Hours</b>
Supporting Working Families: ACF Roundtables on Improving Access to High-Quality Child Care	1000	2500
State Department of Education Contacts Form	54	54
Fathers and Continuous Learning in Child Welfare Project	126	1225
Feedback on Materials for Father Involvement National Media Campaign	66	65
Building Capacity to Evaluate Child Welfare Community Collaborations to Strengthen and Preserve Families (CWCC) Grantee Local Evaluation Plan and Implementation Plan Templates	36	162
Tribal Continuous Quality Improvement Collaboratives	19	950
Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP)	42	420
Survey of Higher Education Instructors to Support the Development of Teaching Materials Based on OPRE's Research and Evaluation	350	88
Using Concept Mapping to Develop a Theory to Describe the Work of the National Domestic Violence Hotline with Family and Friends of Victims/Survivors – Formative Data Collection	360	159
OFA Training and Technical Assistance (TTA)	136	136
Communications Focus Groups for Remaking the Safety Net	6,032	2074
Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) (October 2020)	32	33
Youth Empowerment Information, Data Collection, and Exploration on Avoidance of Sex (IDEAS) – Case Study of Parent Reflections	240	147
Office of Early Childhood Development Radical Family Engagement National Stakeholder Meeting	110	55
Supporting Partnerships to Advance Research and Knowledge (Project SPARK)	310	364
Healthy Marriage and Responsible Fatherhood Grantee Data Collection Plan Template	113	678



<b>Totals:</b>	9,026	9,110
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