Child Maltreatment Incidence Data Linkages

OMB Information Collection Request
0970-0356

Supporting Statement
Part B

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ATTACHMENTS
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B1. Respondent Universe and Sampling Methods

The Child Maltreatment Incidence Data Linkages (CMI Data Linkages) project seeks to gather information from sites that are linking and analyzing administrative data to examine the incidence of child maltreatment and related risk and protective factors. The study will include six such sites in the United States that have partnered with Mathematica Policy Research to enhance or scale their administrative data linkage practices and participate in an associated learning collaborative. Respondents from these sites and their partners may include principal investigators of each site's effort; administrators, directors, or managers at relevant partnering government agencies that provide administrative data; information technology or data managers; research staff; and legal staff.

B2. Procedures for Collection of Information

Members of the project team will conduct semi-structured interviews, administer questionnaires, and collect documents from partnering sites. The remainder of this section describes the project team's procedures for contacting the sites and collecting data.

The project team will begin by reviewing existing documents from sites. These documents may include completed project plans, interim report memos, final report memos, data sharing agreements; memoranda of understanding; descriptions of administrative data sets and data dictionaries; summaries of approaches to and results of data linkage; budget and expenditure summaries; summaries of findings; notes from site consultations; and products from cross-site learning network activities.

Through document review and in regular consultations with the principal investigator in each site, the project team will provide an overview of the data collection approach and identify the most appropriate respondents for the data collection . Site consultations will include an overview of the topics to be covered in data collection activities (Attachment 2). To arrange the semi-structured interviews, one of the project team members will reach out to each site's principal investigator and other respondents requesting the interview via email (see Attachment 1). The emails will provide an overview of the study and its goals, introduce the team conducting the study on OPRE's behalf, and offer suggested dates and times for a telephone interview. An attachment to the email will contain the project description (Attachment 3). The project team will lead the telephone interviews using a semi-structured protocol (Appendix A). The protocol will ensure that the interview covers a consistent set of topics across the sites with minimal burden to each site. Before conducting the interviews, the project team will identify sections of the protocol that are relevant to the particular role of the respondent in each site and the current implementation of the site's project plan. This preparation will streamline the process and reduce respondent burden.

The project team will administer a questionnaire to the sites that focuses on personnel and non-personnel resources sites use to complete their projects; it is three pages long (Appendix B). The project team will send the questionnaire to respondents via email using the questionnaire email template (Attachment 1). The email also will include the project description (Attachment 3). The site liaisons will notify the sites in advance about who will be contacting them to administer the questionnaire and when this will occur. Respondents can either print the questionnaire, complete

it on paper, and email a scanned copy of the completed questionnaire back to the project team, or they can complete an electronic copy and email the file back to the project team.

B3. Methods to Maximize Response Rates and Deal with Nonresponse

Expected Response Rates

Once sites are selected, the project team anticipates 85 percent participation in data collection activities. Each of the two rounds of interviews will take no more than one and a half hours with each respondent. Each questionnaire will take 30 minutes to complete. The project team will also engage in document review (no associated burden for participants).

Dealing with Nonresponse

The site liaison will inform the site that it will be receiving a request for an interview or the completion of a questionnaire. If the team encounters no response to the initial email request for a meeting, the team member will resend the message up to two times and attempt to call the individual. If there is no response to these follow-ups, the site liaison will raise the issue directly with the site lead.

Maximizing Response Rates

The project team will maximize response rates by accommodating respondents' schedules and following up with questionnaire respondents. The project team can be flexible about the meeting dates and times of the semi-structured interviews. The project team has significant experience working with evaluation sites to promote high response rates.

B4. Tests of Procedures or Methods to be Undertaken

The project team does not intend to conduct a pre-test of the data collection instruments. However, given that the project involves ongoing interaction with project sites, the project team might fine-tune data collection instruments based on early feedback from respondents. For example, if respondents indicate that interview questions or items in the questionnaire are unclear, the project team will take these comments into consideration and refine the questions or items, as needed, before conducting subsequent interviews or administering questionnaires to additional sites. If changes are made to the data collection instruments, the project team will inform OMB of the changes and seek OMB approval of the changes. The project team will re-submit the instruments into the generic clearance for approval, if deemed appropriate by OMB.

B5. Individual Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Mathematica developed the plans for this data collection. Leaders of the project team from OPRE, Mathematica, and Washington University at St. Louis who provided input are as follows:

- Christine Fortunato, Administration for Children and Families, OPRE, Federal Project Officer
- Matthew Stagner, Mathematica Policy Research, Project Director
- Melissa Jonson-Reid, Washington University at St. Louis, Principal Investigator
- Andrew Burwick, Mathematica Policy Research, Feasibility Study Task Lead