

## Compilation and Submission of Administrative Data Files

*Accessing program administrative data:* In addition to the site visits, data collection will also involve working with program staff to compile and send administrative data. The communication with program staff will include determining appropriate short and intermediate outcomes that conform to the logic model, and discussing how often and how well the data are collected. The communication will also include establishing a process for program staff to send the project team data including outcome indicators.

Burden includes time spent by approximately 24 program data staff (roughly 3 staff across 8 program sites) to spend 24 hours over two years reviewing and submitting data files to the project team.

*The described collection of information is voluntary. Information will be kept private to the extent permitted by law. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.*