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Subject: NonSubstantive Change Request – Assessing the Implementation and Cost of High Quality Early Care and Education: Comparative Multi-Case Study (OMB: 0970-0499)

This memo requests approval of nonsubstantive changes to the approved information collection, Assessing the Implementation and Cost of High Quality Early Care and Education: Comparative Multi-Case Study (OMB: 0970-0499).

Background

The goals of the Assessing the Implementation and Cost of High Quality Early Care and Education field test are to (1) refine the implementation measures to further improve their psychometric properties, (2) refine the cost measures to identify costs associated with each center function and across ages of children, and (3) test the associations between implementation, cost, and quality measures. In light of the COVID-19 pandemic, the field test data collection scheduled for 2020 could not proceed as planned. The study team consulted with external experts and gathered input from ACF program offices to guide next steps.

We received approval for a nonsubstantive change request in March 2021 to conduct data collection in centers that had previously participated in the study this spring. However, based on the referenced consultations, the study team would like add to the sample of centers and engage centers that have not participated before (up to the approved 80 centers under this control number—some that previously participated in earlier phases and some new centers). This change is in line with the plans for the original field test – prior to the March 2021 change request.

We revised the study materials and instruments to be applicable to a broader set of centers in line with the original intent of the field test. We are writing to request approval of these non-substantive changes.

Overview of Requested Changes

The table below describes the revisions made.

Attachment or Instrument	Description of revisions
Attachment B: Advance Materials	<ul style="list-style-type: none">B.1 (advance email) and B.2 (advance letter) tracked changes into the

Attachment or Instrument	Description of revisions
	<p>2020 field test version of the materials</p> <ul style="list-style-type: none"> ○ Revised the purpose of the study and why a center should participate to reflect our goals for this data collection, including references to the COVID-19 pandemic ○ Revised the informed consent paragraph and study contact information based on latest guidelines from IRB • B.3 tracked changes into the 2020 field test version of the materials <ul style="list-style-type: none"> ○ Revised the purpose of the study and why a center should participate to reflect our goals for this data collection, including references to the COVID-19 pandemic ○ Removed reference to the site visits and classroom observations ○ Removed reference to number of states included in the study and time-use survey gift card amount. • B.4 tracked changes into the phase 3 version <ul style="list-style-type: none"> ○ Revised the purpose of the study and why a center should participate to reflect our goals for this data collection ○ Revised language to note that we are recruiting new centers that have not participated in a previous round of data collection
Attachment C: Email and Letter to Selected Centers	<ul style="list-style-type: none"> • Revised language throughout the materials in line with revisions described for Attachment B.4
Attachment D: Implementation Interview Email	<ul style="list-style-type: none"> • Revised the informed consent paragraph and study contact information based on latest guidelines from IRB
Attachment E: Cost Workbook Email	<ul style="list-style-type: none"> • Added instructions for sending files via Box • Revised the informed consent paragraph and study contact information based on latest guidelines from IRB
Attachment F: Time Use Survey Outreach	<ul style="list-style-type: none"> • F.1-F.6 Added conditional language for incentive if sites do not allow staff to receive incentives • F.1 and F.3 tracked changes into the phase 3 version of the materials <ul style="list-style-type: none"> ○ Revised the purpose of the study and why a center should participate to reflect our goals for this field test data collection ○ Revised the informed consent paragraph and study contact information based on latest guidelines from IRB • F.5 tracked changes to the time-use survey FAQ to reflect updated time-use survey language and provide clarification on comparing hours to those before the COVID-19 pandemic • F.6 (time-use survey flyer) previously labeled B.3. Moved to attachment F as this flyer relates to the time-use survey
Instrument 1A: Recruitment Call Scripts for centers that <i>have</i> participated in the study before	<ul style="list-style-type: none"> • Revised the informed consent paragraph and study contact information based on latest guidelines from IRB
Instrument 1B: Recruitment Call Scripts for centers that <i>have not</i> participated in the study before	<ul style="list-style-type: none"> • Revised language throughout the materials in line with revisions described for Attachment B.4

Attachment or Instrument	Description of revisions
Instrument 2B: Engagement Call Script for centers that <i>have not</i> participated in the study before	<p>Made revisions to confirm a center’s eligibility and collect center characteristics (aligned with original version for the field test):</p> <ul style="list-style-type: none"> • Rephrased questions to collect center information rather than confirm information since we will recruit centers that have not participated in the study before • Added question about how long the center has been in operation <p>Added questions about days of the week, hours of operation, and whether center operates a part-day program</p>
Instrument 3: Implementation Interview	<ul style="list-style-type: none"> • Revised the informed consent paragraph and study contact information based on latest guidelines from IRB • Combined questions about applying for and receiving COVID-19 related funding sources into one table (A5g) • Removed question A5e • Adjusted the time period reference to August 2020 to March 2021 consistently throughout (sections S, T, AA, AD) • Added clarification to the introduction of the Child and Family Supports (section AD) • Added clarification to items related to home visits (AE1-AE3)
Instrument 4: Cost Workbook	<p>Instructions tab:</p> <ul style="list-style-type: none"> • Revised the informed consent paragraph and study contact information based on latest guidelines from IRB <p>Tab A. Your center:</p> <ul style="list-style-type: none"> • Revised the revenue reporting period to the past 12 months <p>Tab C. Salaries and Fringe:</p> <ul style="list-style-type: none"> • Added example to one of the instructions <p>Tab H. Equipment</p> <ul style="list-style-type: none"> • Added instructions for calculating depreciation in H1b <p>Tab K: Child care hours</p> <ul style="list-style-type: none"> • Revised language to clarify hours based on each child
Instrument 6: Time Use Survey	<ul style="list-style-type: none"> • Revised the informed consent paragraph and study contact information based on latest guidelines from IRB • Indicated A1e is only asked of respondents in centers that participated in a previous round of data collection • Revised time frames in A5 to capture activities that may happen prior to the start of the school year • Revised A5 language to be consistent with A4 <p>Added conditional language for incentive if sites do not allow staff to receive incentives</p>
Instrument 7: Classroom Roster for Observations	<ul style="list-style-type: none"> • No changes; we will not use this instrument in this data collection