

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)**

**TITLE OF INFORMATION COLLECTION:** Feedback on webinars for data use and general information for the National Survey of Early Care and Education (NSECE)

**PURPOSE:** We are seeking feedback related to upcoming webinars about the National Survey of Early Care and Education (NSECE), which is sponsored by the Office of Planning, Research, and Evaluation (OPRE) of the Administration for Children and Families. We intend to ask our participants two questions upon their registration for these webinars, and five minutes of questions immediately upon the conclusion of the webinars. We hope the two questions upon registration - one that asks the professional roles of webinar participants and the second that asks how familiar our participants are with the NSECE data and its findings – will help us better understand the background of our webinar participants, tailor future content to our audience, and develop ways to support our data user community. We hope the five minutes of questions after the webinar – questions such as the extent to which the webinar achieved the purposes set by the webinar authors, why the participants attended this webinar, general feedback on the proceedings, and the participants’ suggestions for future webinar topics – will help us guide the structure of forthcoming webinars, choose upcoming webinar topics, and identify future technical assistance materials.

**DESCRIPTION OF RESPONDENTS:**

The respondents may include ACF grantees, contractors, and other stakeholders from academic institutions, research organizations, state agency staff, training and technical assistance organizations in the field of early care and education. Past webinars about the NSECE have ranged in attendance from 30 to 200, depending on the nature of the webinar topic. We expect most webinars to attract 40 attendees who are interested in learning more about each given NSECE webinar topic.

**TYPE OF COLLECTION:** (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> Other: _____                            |

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Ann Rivera, Senior Social Science Research Analyst, OPRE

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [X] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [ ] Yes [ ] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [ X ] No

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Webinar attendees (Individuals)	40 individuals * 6 webinars	5 minutes per individual per webinar	20 hours
Webinar registrants (Individuals)	60 individuals*6 webinars	2 minutes per individual per webinar	12 hours
<b>Totals</b>			<b>32 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$960 for 6 webinars

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  

[X] Yes [ ] No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The universe will be the attendees or registrants of upcoming NSECE webinars. These attendees will either be invited by the NSECE team directly through the NSECE data users mailing list, or have the announcement forwarded to them from someone on that list. The list itself is entirely voluntary: users signed up from ACF-sponsored NSECE site and can remove themselves at any time. Other webinar participants may arrive from invitations sent to CCDF administrators, ACF National Training and Technical Assistance System, and to various members of the early care and education research and practice communities suggested by NSECE project team members.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)
  - Web-based or other forms of Social Media
  - Telephone
  - In-person
  - Mail
  - Other, Explain
2. Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**