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

TITLE OF INFORMATION COLLECTION: Building Evidence Training (BET) Project Usability Testing

PURPOSE:
As part of the Children's Bureau (CB) efforts to improve the capacity of state child welfare agencies to meet established standards, achieve results, and improve outcomes, the Building Evidence Training (BET) Project will engage an accredited school of social work and a state child welfare training academy to test the usability of a new, online, 6-unit curriculum designed to build the knowledge and skills of current child welfare frontline staff and future child welfare frontline staff (Bachelor of Social Work [BSW] and Master of Social Work [MSW] students). The curriculum will focus on the design and implementation of evidence-supported interventions in child welfare.

This information collection request is for usability testing, without which we have no other way to accurately gauge if the course meets the goals.

There are four types of instruments/surveys course participants will complete. They are: The Evidence -Based Practice Attitude Scale (EBPAS-36), pre and post-tests, knowledge checks specific to each e-learning module, experiential surveys for course participants and instructors. These instruments and surveys are self-administered within the web-based course. More specific information is detailed below:

1. Course participants will complete theEBPAS-36 at the beginning of the course and again after completing the course. The EBPAS-36 will be used to assess course participants' shifts in attitudes related to evidence building overall. The project team with use the findings internally to assess how effective the course material is at shifting course participants' attitudes to be more favorable to evidence building activities.
2. Course participants will complete pre- and post-tests for each unit; specifically, participants will complete 11 pre- and post-tests – a unique pre- and post-test for each of five units plus a post-test only for unit one . These tests will be used to assess course participant's knowledge gain. The project team will use the findings internally to assess how effective the course material is at achieving the core competencies. Instructors—faculty at the accredited school of social work and trainers at the child welfare training academy—will also have access to the individual course participants' pre- and post-test responses for their specific cohort of course participants. This will allow instructors to assess how well their students are progressing.
3. Course participants will also complete knowledge checks within each e-learning module. The knowledge checks are designed to gain feedback on the course content and determine where improvement is needed.
4. Lastly, course participants will complete one experiential survey to identify potential improvements for the content and method of delivery of the course and course materials to ensure it meets course participants' educational needs. The project team will use the findings internally to decide how best to revise the method of delivery.

Instructors (i.e. faculty at the accredited school of social work and trainers at the child welfare training academy) will be asked to complete seven experiential surveys (1 survey for each of the six units, plus 1 overall survey). The instructor experiential feedback surveys will be used to identify strengths and potential improvements for the content and method of delivery of the course and course materials. The project team will use the findings internally to decide how best to revise the method of delivery.

The aggregate results of analyses of the EBPAS-36, pre- and post-tests, and the experiential feedback surveys will be shared with an advisory committee that is providing feedback on the course development; no individual level responses will be shared with the advisory committee

Instructors' and course participants' names and email addresses will be collected only to provide instructors and course participants with access to the website; this is the extent of personally identifiable information (PII) that is necessary.

DESCRIPTION OF RESPONDENTS:

<u>Course participants</u>: Course participants are child welfare frontline workers and supervisors and BSW and MSW students.

<u>Instructors</u>: Instructors are faculty at the accredited school of social work and trainers at the child welfare training academy.

TYPE OF COLLECTION: (Check one)

[ ] Customer Comment Card/Complaint Form	[ ] Customer Satisfaction Survey
[X] Usability Testing (e.g., Website or Software)	[ ] Small Discussion Group
[ ] Focus Group	[ ] 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 <u>not</u> raise issues of concern to other federal agencies.
4. The results are <u>not</u> intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of <u>substantially</u> informing <u>influential</u> 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: <u>Dr. Serena L. Williams, Program Specialist, Administration on Children, Youth and Families (ACYF)</u>

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

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? [X] Yes [ ] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [ ] Yes [X] No

3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [X] 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

Respondent	Title of Information Collection	No. of Respondents	Participation Time	Burden (hours)
Course Participants	Evidence Based Practice Attitude Scale (EBPAS-36)	40	20 minutes	13
	Unit Pre-Tests (5)		35 minutes	23
	Unit Post Tests (6)		42 minutes	28
	E-Module Knowledge Checks (6)		35 minutes	23
	Participant Experience Survey (1)		10 minutes	7
Total Burden Hours for Course Participants				94
Instructors	Instructor Unit Survey (6)	3	60 minutes	3
	Instructor Experience Survey (1)		10 minutes	.5
Total Burden Hours for Instructors				3.5
Total Burden Hours:				97.5

FEDERAL COST: The estimated annual cost to the Federal government is **__$9052.00__________**

Staff	Grade/Step	Salary	% of Effort	Fringe (if applicable)	Total Cost to Gov't
Contractor Cost		$123,594	2%	$904	$3376
		$63,835	4%	$934	$3487
		$80,184	2%	$586	$2189
Total					$9052

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

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 BET Project has gained agreement from the University of Maryland (for MSW students), University of Maryland Child Welfare Training Academy (for frontline workers and supervisors), University of Oklahoma Tulsa and East Central University Oklahoma (for BSW students) These pilot sites are accredited schools of social work. The training academy is affiliated with one of the accredited schools of social work. It is anticipated that there will be approximately 40 course participants.

Administration of the Instrument

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

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

Instructions for completing Request for Approval under the "Generic Clearance for the Collection of Routine Customer Feedback"

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:
Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.
No. of Respondents: Provide an estimate of the Number of Respondents.
Participation Time: Provide an estimate of the amount of time (in minutes) required for a respondent to participate (e.g. fill out a survey or participate in a focus group)
Burden: Provide the Annual burden hours: Multiply the Number of Respondents and the Participation Time then divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

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. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts are submitted with the request.