

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

TITLE OF INFORMATION COLLECTION: Evidence-Building Academy Participant Project Update and Data Visualizations

PURPOSE:

As part of the larger project, *Supporting Evidence Building in Child Welfare*, the Evidence-Building Academy (the Academy) aims to increase child welfare administrators’ and their evaluation partners’ capacity to do rigorous evaluations that provide critical information on program effectiveness and meet the design standards for child welfare clearinghouses.

The Academy consists of a series of online workshops, held between July 20, 2020 and October 23, 2020, that introduces attendees to various concepts, methods, considerations, and concerns when conducting evaluations. Currently, attendees have completed the first half of the Academy workshops and will be returning for further training during October 2020.

The purpose of the Project Update slide deck is to reintroduce participants’ projects to other attendees and faculty, and provide an update on how they have applied their previous training to progress this work. Participants will be asked to spend no more than 20 minutes presenting to a small breakout group regarding their content during the first day returning to the Academy (October 21, 2020), including time for clarifying questions. This update will aid faculty in tailoring their guidance and feedback provided throughout the remainder of the Academy. It is important to note that participants applied to the Academy as teams, and each team will determine one individual to present on behalf of their team, for a total of 50 respondents. This same individual will be asked to spend no more than 30 minutes creating their slide deck prior to presenting.

The purpose of the Participant Data Visualizations is to solicit data visualization examples from attendees, which will be edited during the *Presenting Evidence Visually* workshop held on October 23, 2020. A faculty expert will edit the examples live, while providing tailored feedback on how attendees can create better visualizations to improve their dissemination efforts. Participants will be asked to spend no more than 15 minutes identifying a visualization example prior to the October convening, which will be held on October 21, 2020-October 23, 2020. We anticipate that the same individual selected to complete the Project Update slide deck will also determine an example to submit for this activity.

DESCRIPTION OF RESPONDENTS:

Respondents will be the enrolled participants in the Academy, which include representatives from child welfare agencies and evaluators across the country (N=174). Professional roles may include: program administrators, program directors, CQI analyst, private evaluation staff, etc.

TYPE OF COLLECTION: (Check one)

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group

- Customer Satisfaction Survey
- Small Discussion Group
- Other: Slide Deck and Data Visualization Examples**

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: Kathleen Dwyer, Senior Social Science Research Analyst, Office of Planning, Research, and Evaluation

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
Individuals	50	65 minutes	54.2 Hours
Totals	50	65 minutes	54.2 Hours

FEDERAL COST: The estimated annual cost to the Federal government is \$1,838.00

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?

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?

We will email all registered attendees (N=174) to request that they to complete the Project Update slide deck and data visualization submission. In this correspondence, attendees will be asked to identify one team member to develop their team's slide deck and present on its content during our October meeting. Teams will also be asked to submit a data visualization example for live editing. We estimate about 50 participants will respond to these requests.

Administration of the Instrument N/A

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.

Attachments:

Attachment A: Project Update Template

Attachment B: Slide Deck and Data Visualization Instruction Email