

# **Tribal Maternal, Infant, and Early Childhood Home Visiting (TMIECHV) Grantee Technical Assistance (TA) Needs Assessment**

**Formative Data Collections for Program Support**

**0970 - 0531**

## **Supporting Statement**

### **Part A**

**February 2021**

Submitted By:  
Office of Child Care  
Administration for Children and Families  
U.S. Department of Health and Human Services  
330 C Street, SW, 4<sup>th</sup> Floor  
Washington, DC 20201

## **A1. Necessity for the Data Collection**

The Administration for Children and Families (ACF) Office of Child Care funds grantees under the Tribal Home Visiting Program. The goals of the Tribal Home Visiting Program are to:

- support the development of happy, healthy, and successful AIAN children and families through a coordinated home visiting strategy that addresses critical maternal and child health, development, early learning, family support, and child abuse and neglect prevention needs.
- implement high-quality, culturally relevant, evidence-based home visiting programs in AIAN communities.
- expand the evidence base around home visiting interventions with Native populations.
- support and strengthening cooperation and coordination and promoting linkages among various early childhood programs, resulting in coordinated, comprehensive early childhood systems.

Funds awarded to Tribal Maternal, Infant, and Early Childhood Home Visiting (TMIECHV) grantees support:

- conducting a needs and readiness assessment of the tribal community or communities.
- developing a plan to address identified needs by implementing high-quality, culturally relevant evidence-based home visiting programs.
- providing high-quality, culturally relevant, evidence-based home visiting services to pregnant women, expectant fathers, and parents and caregivers of children under age 5.
- establishing, measuring, and reporting on progress toward meeting legislatively mandated benchmarks for participating children and families.
- conducting rigorous local program evaluation activities to address local priorities and build the evidence base around home visiting in AIAN communities.

To meet the grant's programmatic requirements, ACF awarded a contract to ZERO TO THREE to administer training and technical assistance (TA) under the Programmatic Assistance for Tribal Home Visiting (PATH) TA center. This GenIC is necessary for TMIECHV TA development and management. The findings will inform the development of future TA strategies and planning to improve the quality and meaningful delivery of TA to TMIECHV grantees.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Delivery of targeted assistance related to program implementation, the development and refinement of program and grantee processes, and the development and refinement of recordkeeping and communication systems.
- Planning for provision of programmatic technical assistance (T/TA).

### ***Legal or Administrative Requirements that Necessitate the Collection***

ACF proposes these information collections at the discretion of the agency.

## **A2. Purpose of Survey and Data Collection Procedures**

### ***Overview of Purpose and Approach***

The purpose of this proposed GenIC is to inform ACF's decision-making around TMIECHV TA support. The information collected will help ensure that ACF provides TMIECHV programs with effective and efficient support.

The PATH TA center will use the information to plan TA for TMIECHV grantees. The information is primarily intended for internal use and planning.

### ***Data Use***

The findings of the TA Needs Assessment will identify annual TA needs and priorities and trends in TA needs across TMIECHV grantees to determine needs or gaps between current grantee implementation conditions and desired conditions. The purpose of the assessment is to help inform:

- a shared understanding of TMIECHV TA needs,
- the quality delivery of future TA best practices,
- the development of new tools and resources, and
- future TA development and management.

Key audiences for data use are the TMIECHV TA providers and ACF Federal team. Regular communication of the TA Needs Assessment findings with these key audiences throughout the grant cycle ensures that TA delivered to grantees is high-quality, relevant, effective, and useful to TMIECHV grantees.

### ***Study Design and Universe of Data Collection Efforts***

#### ***Study design***

PATH will utilize a survey to collect the TA Needs Assessment data. The study design includes quantitative open-ended questions and qualitative data. The survey questions are anchored in the TMIECHV Implementation Guidance and are designed to identify areas of support that will assist grantees with achieving their grant implementation goals.

#### ***Participants/Respondents***

The TMIECHV program created in 2010, as part of the MIECHV program, includes a 3% set-aside for grants to tribes, tribal organizations, and urban Indian organizations to address concerns that existing home visiting approaches may not adequately meet the needs and circumstances of AIAN communities.

Participants of the TA Needs Assessment are current and future grantees who received a TMIECHV grant from ACF to implement evidence-based home visiting services. Grants are generally awarded for five years. Thus, the current 23 grantees are at various stages of implementation (just starting or implementing for several years).

#### ***Data Collection Tool***

This GenIC includes one survey/questionnaire to collect the TA Needs Assessment data (see *Instrument 1: Self-Reflection Data Collection Tool*).

Self-Reflection Data Collection Tool: The TMIECHV Self-Reflection Tool assesses the grantee's implementation stages and needs in each of the Implementation Plan Guidance topics.

1. Leadership, Governance, and Administration
2. Quality Workforce
3. Community and Partner Engagement
4. Recruitment, Enrollment, and Engagement of Families
5. Dissemination
6. Dissemination
7. Policies and Procedures
8. Fidelity Implementation
9. Early Childhood System Building
10. Home Visiting Model Adaptation, Enhancement and Supplements

### Analysis and Reporting

PATH will analyze and displays the results of the annual TA Needs Assessment in a data dashboard. The data dashboard includes a listing of questions and the results for each question. PATH will then report the results of the TA Needs Assessment in an internal report to ACF.

### **A3. Improved Information Technology to Reduce Burden**

PATH administers the TA Self-Reflection Tool through Survey Monkey. Survey Monkey is an online survey development software that easily allows its users to create, administer, and access surveys.

### **A4. Efforts to Identify Duplication**

The TMIECHV TA Needs Assessment is specific to the TMIECHV program. There are no other efforts that specifically target and assess grantee TA needs.

### **A5. Involvement of Small Organizations**

This GenIC does not impact small businesses.

### **A6. Consequences of Less Frequent Data Collection**

This GenIC involves annual data collection. Less frequent data collection would mean that TA and program support cannot be fully responsive to the annual TA needs and priorities of TMIECHV grantees.

### **A7. Special Circumstances**

There are no special circumstances for the proposed data collection efforts.

### **A8. Federal Register Notice and Consultation**

#### ***Federal Register Notice and Comments***

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of the

overarching generic clearance for formative information collection. This notice was published on October 13, 2020, Volume 85, Number 198, page 64480, and provided a sixty-day period for public comment. A subsequent notice provided a thirty-day period for public comment. This notice was published on December 28, 2020, Volume 85, Number 248, page 84343, and provided a thirty-day period for public comment. During the notice and comment periods, no substantive comments were received.

**A9. Incentives for Respondents**

Participants will not receive incentives.

**A10. Privacy of Respondents**

Information collected is private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private to the extent permitted by law.

The TA Needs Assessment does not collect Personally Identifiable Information (PII). The survey only collects the home visiting program name.

The data collected via Survey Monkey ensures that all respondents' information is securely stored in the accredited data centers that adhere to security and technical best practices. The link to the Privacy and Security Policies for Survey Monkey is below:

<https://www.surveymonkey.com/mp/data-security-and-compliance/>

**A11. Sensitive Questions**

The questions included in the Self-Reflection Tool are not sensitive in nature.

**A12. Estimation of Information Collection Burden**

Instrument Type	Estimated Total Number of Respondents	Estimated Number of Responses Per Respondent	Average Burden Hours Per Response	Estimated Total Burden Hours	Estimated Annual Burden Hours	Average Hourly Wage	Annual Cost per respondent
Self-Reflection Survey Tool (Individual Response)	18	3	1	69	18	\$49.94	\$898.92
Self-Reflection Survey Tool (Team Response)	20 (5x4)	3	1	60	20	\$49.94	\$998.80
Total					38		\$1,897.72

**Total Annual Burden**

There are 23 grantees who we expect to respond to the TA Needs Assessment. The assessment is estimated to take an average of one hour to complete and grantees will complete the assessment once. We anticipate that 5 of the 23 grantees will complete the tool as a team with an average of 4 team

members participating. We anticipate that 18 of the 23 grantees will designate one individual from the team complete the tool.

**Total Annual Cost**

Based on data from our expected respondents from the Bureau of Labor Statistics and the federal minimum wage, we use a mean hourly wage of \$24.97. To adjust for overhead and fringe benefits, we multiplied the mean hourly wage by 2 for a total of \$49.94. The total estimated cost for respondents is \$1,149.

**A13. Cost Burden to Respondents or Record Keepers**

There are no additional costs to respondents.

**A14. Estimate of Cost to the Federal Government**

Type of Cost	Description of Services	Annual Cost
TMIECHV TA Needs Assessment	Modifications, maintenance, data cleaning, and aggregation of the evaluation survey	\$8,206.92
Government Program Analyst (25 hours annually)	Project management and oversight, and consultation.	\$1,915
Total Estimated Annual Cost		\$10,121.92

The estimated annual cost to the Federal Government is \$10,121.92.

**A15. Change in Burden**

This is a request for an individual GenIC under the Formative Generic for ACF Program Support (0970-0531).

**A16. Plan and Time Schedule for Information Collection, Tabulation, and Publication**

Information collected under this GenIC is meant to inform ACF grant activities. The information will be incorporated into internal documents for planning purposes with ACF and other TMIECHV TA providers.

Ongoing Needs Assessment and Evaluation	Completion Date
Implement the Self-Reflection Tool to all grantees	April 2021
Analyze the results and submit the Needs Assessment data to ACF	May 2021
Implement the Self-Reflection Tool to all grantees	April 2022
Analyze the results and submit the Needs Assessment data to ACF	May 2022
Implement the Self-Reflection Tool to all grantees	April 2023
Analyze the results and submit the Needs Assessment data to ACF	May 2023

Ongoing Needs Assessment and Evaluation	Completion Date
Implement the Self-Reflection Tool to all grantees	April 2024
Analyze the results and submit the Needs Assessment data to ACF	May 2024

**A17. Reasons Not to Display OMB Expiration Date**

All instruments will display the OMB statement and the expiration date for the OMB approval.

**A18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information collection.