

**Attachment A: Ongoing Burden – Formative Data
Collections for ACF Program Support
(OMB #0970-0531)**

December 2020

Office of Planning, Research, and Evaluation
Administration for Children and Families
U.S. Department of Health and Human Services

Mary Switzer Building
330 C St., SW
Washington, D.C. 20201

Previously Approved Information Collections

This generic was originally approved for 8,250 burden hours over the three year clearance period. Due to the success of this generic mechanism, ACF is requesting an increase to the estimated burden. While completing the process to increase the burden to the necessary scale, ACF submitted a change request for an interim burden increase. This increase was for 1,200 hours. Therefore, the previously approved burden under 0970-0531 was 9,450 hours.

Ongoing

The following data collections are ongoing at the time of this submission.

State Department of Education Contacts Form

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|---|--|---|-------------------------------------|-------------------------|
| State Department of Education Contacts Form | 54 | 1 | 1 | 54 |
| Estimated Burden Total: | | | | 54 |

Supporting Working Families: ACF Roundtables on Improving Access to High-Quality Child Care

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|-------------------------------|--|---|-------------------------------------|-------------------------|
| Roundtable Protocol | 1000 | 1 | 2.5 | 2500 |
| Estimated Burden Total | | | | 2500 |

Feedback on Materials for Father Involvement National Media Campaign

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|--------------------------|--|---|-------------------------------------|-------------------------|
| Exploratory Phase | | | | |
| Screeners: Experts | 10 | 1 | .167 | 1.67 |
| Interview: Experts | 10 | 1 | 1 | 10 |
| Screeners: Fathers | 18 | 1 | .167 | 2 |
| Interview: Father | 8 | 1 | 1 | 8 |
| Interview: Family Member | 8 | 1 | .75 | 6 |

| Concept Testing Phase | | | | |
|-------------------------------|----|---|------|--------------|
| Screenener | 30 | 1 | .167 | 5 |
| One-on-One interview | 30 | 1 | 1 | 30 |
| Follow-Up Questions | 30 | 1 | .167 | 5 |
| Estimated Burden Total | | | | 65.33 |

Building Capacity to Evaluate Child Welfare Community Collaborations to Strengthen and Preserve Families (CWCC) Grantee Local Evaluation Plan and Implementation Plan Templates

| Instrument | No. of Grantees | No. of Respondents per Grantee | No. of Responses per Respondent | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|---|-----------------|--------------------------------|---------------------------------|-------------------------------------|-------------------------|
| Implementation Plan Template (Instrument 1) | 9 | 2 | 1 | 10 | 90 |
| Evaluation Plan Template (Instrument 2) | 9 | 2 | 1 | 8 | 72 |
| Estimated Annual Burden Total: | 36 | | 1 | 4.5 | 162 |

Tribal Continuous Quality Improvement Collaboratives

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|---|--|---|-------------------------------------|-------------------------|
| Instrument 1: Plan-Do-Study-Act Planning Tool | 19 | 10 | 3 | 570 |
| Instrument 2: Monthly Data Reporting Template | 19 | 10 | 2 | 380 |
| Estimated Burden Total: | | | | 950 |

Survey of Higher Education Instructors to Support the Development of Teaching Materials Based on OPRE's Research and Evaluation

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|---|--|---|-------------------------------------|-------------------------|
| Develop Teaching Materials: Faculty and Instructor Survey | 350 | 1 | .25 | 88 |
| Estimated Burden Total: | | | | 88 |

Using Concept Mapping to Develop a Theory to Describe the Work of the National Domestic Violence Hotline with Family and Friends of Victims/Survivors – Formative Data Collection

| Instrument/Activity | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|--------------------------------------|---|--|--|--------------------------------|
| 1. Brainstorming | 100 | 1 | 0.33 | 33 |
| 2. Sorting | 100 | 1 | 0.33 | 33 |
| 3. Rating | 100 | 1 | 0.33 | 33 |
| 4. Interpretation Webinar Discussion | 60 | 1 | 1 | 60 |
| Estimated Burden Total: | | | | 159 |

OFA Training and Technical Assistance (TTA)

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|--------------------------------|---|--|--|--------------------------------|
| Grantee Characteristics Form | 136 | 1 | 1 | 136 |
| Estimated Burden Total: | | | | 136 |

Communications Focus Groups for Remaking the Safety Net

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|--|---|--|--|--------------------------------|
| Instrument 1: Beneficiaries Online Screener | 750 | 1 | 0.25 | 187.5 |
| Instrument 2: Beneficiaries Telephone Screener | 750 | 1 | 0.42 | 315 |
| Instrument 3: Providers Online Screener | 2,250 | 1 | 0.25 | 562.5 |
| Instrument 4: Providers Telephone Screener | 2,250 | 1 | 0.42 | 945 |
| Instrument 5: Beneficiaries Discussion Guide | 8 | 1 | 2 | 16 |
| Instrument 6: Providers Discussion Guide | 24 | 1 | 2 | 48 |
| Estimated Burden Total: | | | | 2,074 |

Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) (October 2020 Approval)

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|--------------------------------|---|--|--|--------------------------------|
| CONSORT Diagram Template | 20 | 1.5 | 1 | 30 |
| Baseline Equivalence Template | 12 | 1.5 | 2 | 36 |
| Estimated Burden Total: | | | | 66 |

Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) (March 2020 approval)

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|--|---|--|--|--------------------------------|
| Impact analysis plan template | 13 | 3 | 5 | 195 |
| Descriptive analysis plan template | 8 | 3 | 5 | 120 |
| Lessons learned and promising practices template - PREIS | 13 | 1 | 5 | 65 |
| Lessons learned and promising practices template – Tribal PREP | 8 | 1 | 5 | 40 |
| Estimated Burden Total: | | | | 420 |

Youth Empowerment Information, Data Collection, and Exploration on Avoidance of Sex (IDEAS) – Case Study of Parent Reflections

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|--------------------------------|---|--|--|--------------------------------|
| 1. Parent Screener Script | 150 | 1 | .08 | 12 |
| 2. Parent Discussion Guide | 90 | 1 | 1.5 | 135 |
| Estimated Burden Total: | | | | 147 |

Office of Early Childhood Development Radical Family Engagement National Stakeholder Meeting

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|--------------------------------------|--|---|-------------------------------------|-------------------------|
| Semi-structured discussion questions | 110 | 1 | 0.5 | 55 |
| Estimated Burden Total: | | | | 55 |

Fathers and Continuous Learning in Child Welfare Project

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|---|--|---|-------------------------------------|-------------------------|
| Site Visit Instruments | | | | |
| Instrument 1: Semi-Structured Protocol: Improvement Team Group Interview | 48 | 1 | 1.5 | 72 |
| Instrument 2: Semi-Structured Protocol: Focus Group with Engagement Strategy Staff | 60 | 1 | 1.5 | 90 |
| Instrument 3: Semi-Structured Protocol: Interview with Child Welfare Agency Leaders | 6 | 1 | 1 | 6 |
| Instrument 4: Semi-Structured Protocol: Group Interview of Fathers and Paternal Relatives on the Improvement Team | 12 | 1 | 1 | 12 |
| BSC Implementation Instruments | | | | |
| Instrument 5: Improvement Team Information Form | 6 | 1 | 1 | 6 |
| Instrument 6: Data Collection Planning Worksheet | 60 | 1 | 2 | 120 |
| Instrument 7: Discussion Forum Prompts | 60 | 4 | 0.25 | 60 |
| Instrument 8: Learning Session Day 1 Evaluation | 36 | 3 | 0.16 | 18 |

| | | | | |
|--|----|----|------|--------------|
| Instrument 9: Action Planning Form | 60 | 3 | 0.25 | 45 |
| Instrument 10: Learning Session Overall Evaluation | 60 | 4 | 0.25 | 60 |
| Instrument 11: Site Self-Assessment | 60 | 3 | 1.7 | 306 |
| Instrument 12: Plan, Do, Study, Act (PDSA) Worksheet | 60 | 15 | 0.25 | 225 |
| Instrument 13: Implementation Assessment | 60 | 2 | 0.33 | 40 |
| Instrument 14: Speed Sharing for Learning Session 2 | 60 | 1 | 0.16 | 10 |
| Instrument 15: Elevator Speech Assignment | 36 | 2 | 0.5 | 36 |
| Instrument 16: Spreading and Sustaining the Work | 60 | 2 | 1 | 120 |
| Estimated Burden Total: | | | | 1,225 |

Supporting Partnerships to Advance Research and Knowledge (Project SPARK)

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) |
|---|---|--|--|--------------------------------|
| Instrument 1 – Safety | 310 | 1 | .168 hours (10 minutes) | 52 |
| Instrument 2 – Approaches to serving customers | 310 | 1 | .168 hours (10 minutes) | 52 |
| Instrument 3 – General wellbeing | 310 | 1 | .168 hours (10 minutes) | 52 |
| Instrument 4 – Engaging with customers remotely | 310 | 1 | .168 hours (10 minutes) | 52 |
| Instrument 5 – Remote services for customers | 310 | 1 | .168 hours (10 minutes) | 52 |
| Instrument 6 – Access to and use of technology | 310 | 1 | .168 hours (10 minutes) | 52 |
| Instrument 7 – Performance and accountability | 310 | 1 | .168 hours (10 minutes) | 52 |
| Totals: | 310 | 7 | 1.18 hours (70 minutes) | 364 |

Healthy Marriage and Responsible Fatherhood Grantee Data Collection Plan Template

| Instrument | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total Burden (in hours) | Annual Burden (in hours) |
|-------------------------------|---|--|--|--------------------------------|---------------------------------|
| Data collection plan template | 113 | 3 | 6 | 2,034 | 678 |

Total Ongoing Burden:

| Project | # Respondents | Burden Hours |
|--|----------------------|---------------------|
| Supporting Working Families: ACF Roundtables on Improving Access to High-Quality Child Care | 1000 | 2500 |
| State Department of Education Contacts Form | 54 | 54 |
| Fathers and Continuous Learning in Child Welfare Project | 126 | 1225 |
| Feedback on Materials for Father Involvement National Media Campaign | 66 | 65 |
| Building Capacity to Evaluate Child Welfare Community Collaborations to Strengthen and Preserve Families (CWCC) Grantee Local Evaluation Plan and Implementation Plan Templates | 36 | 162 |
| Tribal Continuous Quality Improvement Collaboratives | 19 | 950 |
| Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) | 42 | 420 |
| Survey of Higher Education Instructors to Support the Development of Teaching Materials Based on OPRE's Research and Evaluation | 350 | 88 |
| Using Concept Mapping to Develop a Theory to Describe the Work of the National Domestic Violence Hotline with Family and Friends of Victims/Survivors – Formative Data Collection | 360 | 159 |
| OFA Training and Technical Assistance (TTA) | 136 | 136 |
| Communications Focus Groups for Remaking the Safety Net | 6,032 | 2074 |
| Justification for the Collection of Information for Local Evaluations as part of the Personal Responsibility Education Program (PREP): Promising Youth Programs (PYP) (October 2020) | 32 | 33 |
| Youth Empowerment Information, Data Collection, and Exploration on Avoidance of Sex (IDEAS) – Case Study of Parent Reflections | 240 | 147 |
| Office of Early Childhood Development Radical Family Engagement National Stakeholder Meeting | 110 | 55 |
| Supporting Partnerships to Advance Research and Knowledge (Project SPARK) | 310 | 364 |
| Healthy Marriage and Responsible Fatherhood Grantee Data Collection Plan Template | 113 | 678 |

| | | |
|----------------|-------|-------|
| Totals: | 9,026 | 9,110 |
|----------------|-------|-------|