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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Sharon Henderson
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Administration for Children and Families (ACF)

Date: July 24, 2020

Subject: NonSubstantive Change Request – Procedural Justice-Informed Alternatives to Contempt Demonstration (PJAC) (OMB #0970-0505)

This memo requests approval of a nonsubstantive change to the approved information collection, Procedural Justice-Informed Alternatives to Contempt Demonstration (PJAC) (OMB #0970-0505)

Background

Information collection related to PJAC has been approved in two rounds. The initial package was approved in January 2018, and a revised package was approved in April 2020.

The initial package included the following instruments:

- Instrument 1: Staff Data Entry on Participant Baseline Information,
- Instrument 2: Study MIS to Track Receipt of Services, and
- Instrument 3: Staff Interview Topic Guide.

The revised package added four instruments related to the project's implementation study:

- Instrument 4: Noncustodial Parent Participant Interview Protocol,
- Instrument 5: Staff Survey,
- Instrument 6: Staff Time Study, and
- Instrument 7: Custodial Parent Interview Protocol.

Overview of Requested Changes

This section describes our requested change to Instrument 6:

- *Instrument 6: Staff Time Study.* We are requesting approval to create a web-based tool using the Qualtrics platform that staff can use to record how they spend their time over a two-week period. Previously, we planned to ask staff to complete a pre-structured Excel worksheet and share it with the research team via a secure transfer method. This proposed change in mode would be more user-friendly, thereby easing the process for respondents, increasing completion rates, and reducing nonresponse bias. The supporting statements have been updated to reflect this change in mode, as have the instructions in the instrument itself (Instrument 6: Staff Time Study).

Time Sensitivities

Instrument 6 is scheduled to be fielded in September 2020. We request approval of this change as soon as possible.