

State Self-Assessment Review and Report

**OMB Information Collection Request
0970 - 0223**

**Supporting Statement Part B –
Statistical Methods**

February 2022

Submitted By:
Office of Child Support Enforcement
Administration for Children and Families
U.S. Department of Health and Human Services

1. Respondent Universe and Sampling Methods

Section 454(15)(A) of the Act (42 U.S.C. § 654(15)(A)) provides that each state annually assess the performance of its CSE program under title IV-D of the Act in accordance with specified standards. States provide a report of their findings to the Secretary of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement (OCSE).

Section 45 CFR 308.1(b) specifies that a state must either review all of its cases or conduct sampling which meets certain criteria. Paragraph (b) provides that a state has discretion in designing its own sampling methodologies that could be tailored to meet individual state needs. However, under paragraphs (b)(2) and (3), each state must maintain a minimum confidence level of 90 percent for each criterion, select statistically valid samples, and assure that there are no portions of the IV-D case universe omitted from the sample selection process.

Using the incremental approach, a state selects cases from several time periods during the review period and adds the results to provide a picture of performance for the entire period. The state would draw a separate sample for each incremental review period. The incremental approach enables the state to spread its review effort over time and make more efficient use of available resources because the sample size could be smaller, while allowing the state to identify problem areas and take corrective action prior to the end of the review period. For those states who review their case samples incrementally, the cases selected must be reviewed and evaluated for the actions required at the beginning of the incremental review period.

2. Procedures for the Collection of Information

Using the incremental approach, a state selects cases from several time periods during the review period and adds the results to provide a picture of performance for the entire period. The state draws a separate sample for each incremental review period. The incremental approach enables the state to spread its review effort over time and make more efficient use of available resources because the sample size could be smaller, while allowing the state to identify problem areas and take corrective action prior to the end of the review period. For those states who review their case samples incrementally, the cases selected must be reviewed and evaluated for the actions required at the beginning of the incremental review period.

3. Methods to Maximize Response Rates and Deal with Nonresponse

States use the State Self-Assessment Review and Report as a management tool, which must be entirely accurate and objective when reporting performance. To do otherwise would only harm the state and its future performance. OCSE will provide any state with technical assistance to meet these requirements.

4. Test of Procedures or Methods to be Undertaken

OCSE issued [Techniques for Effective Management of Program Operations](https://www.acf.hhs.gov/archive/css/policy-guidance/tempo-statistical-sampling-self-assessment), which is a suggested method to develop statistical sampling for self-assessment. See <https://www.acf.hhs.gov/archive/css/policy-guidance/tempo-statistical-sampling-self-assessment>.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

The following office may be contacted regarding the statistical data collection and analysis operations:

Division of Performance and Statistical Analysis
Office of Child Support Enforcement
DPSAsupport@acf.hhs.gov