SUPPORTING STATEMENT PART B

FOR PAPERWORK REDUCTION ACT SUBMISSION

B. Collection of Information Employing Statistical Methods

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 7 of the IC Data Part 1 is checked "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe the potential respondent universe (including a numerical estimate) and any sampling or other respondent selection method to be used. Data on the number of entities (e.g., establishments, state and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

The respondent universe is all Transition Programs for Students with Intellectual Disabilities (TPSIDs) and project partners receiving TPSID model demonstration funds from OPE. A total of 40 institutions of higher education (the 22 OPE grantees plus 18 partner sites) will enter data in the system annually. The previous response rate from the 2015-2020 TPSID cohort was 100%. Data are being collected from the full universe as all respondents are required by statute and by their grant funding agreements to submit these data to the Coordinating Center. The collection is designed to facilitate management of data that programs are required to report.

Since collecting these data is a statutory requirement of the grant program, we expect a 100% response rate. This data collection does not involve any sampling.

2. Describe the procedures for the collection of information, including:

▪ **Statistical methodology for stratification and sample selection.**

▪ **Estimation procedure.**

- **Degree of accuracy needed for the purpose described in the justification.**

- **Unusual problems requiring specialized sampling procedures, and**

- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

The Coordinating Center will collect data from 40 TPSIDs and partners via an online, secure data management system. All TPSIDs will be asked to provide answers to the same questions. We are not sampling but rather collecting data from the entire universe of TPSIDs and partners. Data collection is completed annually; however, the online system can be accessed at any point during the year, therefore eliminating the potential burden created by a system that is only available on a time limited basis. The system is available for data entry in October of each program year and is open for entry through August 31st. The month of September is used for data cleaning and entry validation. TPSIDs and partners are provided with instructions via multiple formats, including:
- ☐ On-demand data entry video training series for new users
- ☐ Monthly drop-in office hours with Coordinating Center evaluation staff
- ☐ Help request system within Quickbase (data collection system)
- ☐ Individual data entry technical assistance upon request
- ☐ Data entry schedule with interim deadlines to ensure data are entered in a timely manner and reduce burden at the end of the year
- ☐ Webpage of dedicated data collection and entry resources including data collection templates.

3. **Describe methods to maximize response and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

Coordinating Center evaluation staff work closely with respondents to ensure complete, accurate, and reliable data collection. Specifically, staff will:
- Build validation rules into the data collection system that provide TPSIDs and partners with an indication of when data entry is complete or incomplete;

- Require completion of on-demand data entry video training series for new users on how to use the data system;

- Offer refresher training to respondents as requested by respondents or as identified as necessary by Coordinating Center staff;

- Meet individually with each TPSID and partner site to review and discuss annual data entry once per year;

- Be available by email, web form, virtual meeting, and telephone to provide technical assistance; and

- Review all data and contact TPSID and partner sites regarding any unclear or missing data points.

In addition, the electronic data collection system has features designed to improve accuracy, including limiting response choices and providing summaries to respondents indicating which parts of the dataset are incomplete.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

This previously approved tool has been used for 11 years with three cohorts of grantees (Cohort 1: 2010-2015; Cohort 2:2015-2020; Cohort 3: 2020-2025). The current version reflects minor improvements made to update questions and response options while ensuring no increase in burden on respondents (described in Supporting Statement Part A). No testing will be conducted.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other persons who will actually collect and/or analyze the information for the agency.

The following people were consulted on statistical aspects of the design:

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