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Date: April 8, 2022

Subject: NonSubstantive Change Request – *Understanding Children’s Transitions from Head Start to Kindergarten* (OMB #0970-0581)

This memo requests approval of nonsubstantive changes to the approved information collection, *Understanding Children’s Transitions from Head Start to Kindergarten* (OMB #0970-0581).

Background

On November 15, 2021 we received approval to conduct a comparative multi-case study for *Understanding Children’s Transitions from Head Start to Kindergarten* (OMB #0970-0581). The purpose of this project is to better understand how to improve children’s transitions from Head Start programs to elementary schools. Information collection includes: (1) semi-structured interviews with practitioners and (2) focus groups and a short background survey with primary caregivers of Head Start children.

The research team is currently recruiting six sites—comprising Head Start organizations and Local Education Agencies—to participate in the case studies. A NonSubstantive Change was recently approved on March 29, 2022 to incorporate minor updates to consents and recruitment materials, which were identified as recruitment began. As activities have progressed we have decided to conduct all visits virtually, due to uncertainties posed by the COVID-19 pandemic. We had originally planned to conduct the interviews and focus group discussions on-site and to work with the respective points of contact for the Head Start grantee, Local Education Agency, and elementary school to schedule the interviews and assist with focus group recruitment. However, as all data collection will now occur remotely through videoconference or telephone, we need to supplement our recruitment and scheduling efforts with email communications for each respondent type. These minor updates ensure all recruitment materials are included with the information collection materials and participants are able to access their honoraria.

Overview of Requested Changes

Addition of Recruitment Materials

We have prepared the following email scripts to supplement our original OMB package and support a fully virtual site-visit structure:

Item in Appendix	Respondent Type	Email
E12	Head Start grantee and staff	Schedule an interview email to Head Start grantee and staff

E13	LEA and elementary school staff	Schedule an interview email to LEA and elementary school staff
E14	Head Start grantee and staff AND	Reminder to schedule an interview
E15	LEA and elementary school staff	Reminder about upcoming interview
E16		Invitation to respond to the Staff Collaboration Survey
E17		Reminder to respond to the Staff Collaboration Survey
E18	Parents/Caregivers	Confirmation about participating in the focus group
E19		Reminder about upcoming focus group
E20		Invitation to respond to the Family Background Questionnaire
E21		Reminder to respond to the Family Background Questionnaire

Change to the Thank You Email to Participant

We changed the Thank You email for all study participants (E9) to include a statement about transmitting the honorarium:

Enclosed please find the honorarium to thank you for your time [Insert gift card code].

There are no other changes to the recruitment materials.

Time Sensitivities

We are currently recruiting sites to participate in the case studies. Some sites are ready to move forward, and we are establishing timeframes and procedures for beginning data collection. The case studies must occur no later than April–May 2022 to accommodate Head Start and elementary schools’ academic year.