**To:** Jordan Cohen

Office of Information and Regulatory Affairs (OIRA)

 Office of Management and Budget (OMB)

**From:** Anne Bergan

Tribal Maternal, Infant and Early Childhood Home Visiting Program

 Administration for Children and Families (ACF)

**Date:** April 29, 2022

**Subject:** NonSubstantive Change Request – Tribal Maternal, Infant, and Early Childhood Home Visiting Program Form 1: Demographic and Service Utilization Data

(OMB #0970-0389)

This memo requests approval of nonsubstantive changes to the approved information collection, Tribal Maternal, Infant, and Early Childhood Home Visiting Program Form 1: Demographic and Service Utilization Data (OMB #0970-0389).

***Background***

The Tribal Maternal, Infant, and Early Childhood Home Visiting Program Form 1: Demographic and Service Utilization Data (OMB #0970-0389) was renewed on April 1, 2022. The categories of staff listed under the recently approved Instructions and Definitions of Key Terms include 4 categories: Home Visitors, Project Directors/Managers/Coordinators, Data/Evaluation Staff and Project Support Staff. After submitting a nonsubstantive change request, category fields were added to the actual form to match the approved Instructions and Definitions of Key Terms.

***Overview of Requested Changes***

Further analysis of costs associated with modifying and adding the Data/Evaluation Staff and Project Support Staff fields in the Tribal Home Visiting Reporting System (THVRS) to match the Form 1 nonsubstantive change is not the best value to the Government at this time. The data has been determined not to be necessary for the overall purpose/use of the data collection. The change request is to eliminate rows in Form 1 that cover the 2 staff categories (Data/Evaluation Staff and Project Support Staff) that are included in the approved Instructions and Definitions of Key Terms portion of the information collection under Section B Program Staff Characteristics. The change request is minor and ensures accurate reporting. A sentence has been added in the Instructions and Definitions of Key Terms appendix to assist grantees when reporting in the system under Section B Program Staff Characteristics.

***Time Sensitivities***

The previous Form 1’s expiration was June 30, 2022. We would like the changes made so we can notify grantees that the form has been renewed before June 30, 2022.