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Office of Management and Budget (OMB)

From: Anne Bergan
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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.