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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

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Date: July 19, 2022

Subject: Non-Substantive Change Request – Evaluation of LifeSet (OMB #0970-0577)

This memo requests approval of non-substantive changes to the approved information collection, Evaluation of LifeSet (OMB #0970-0577).

Background

LifeSet is a therapeutic case management program that provides youth and young adults leaving foster care, juvenile justice, and mental health systems with the intensive in-home support and guidance they need in the transition to adulthood. The current LifeSet evaluation has two main components: an impact study to assess the effects of program participation on outcomes of interest and an implementation study to describe and document how LifeSet is implemented in New Jersey. The study is intended to contribute to the evidence base on program models that support young adults in the transition out of foster care.

Project activities for the impact study include three waves of youth surveys and collection of administrative and program data. Project activities for the implementation study include interviews and focus groups with key staff and study youth. To date, 439 youth have been randomized and 193 youth have completed the baseline youth survey (Instrument 1).

Due to the COVID-19 pandemic, collection of the baseline youth surveys to date has been conducted by phone. The project team's IRB has recently approved in-person collection with procedures that mitigate the risk of participants contracting COVID-19. The project team's IRB required additional language regarding COVID-19 risk be added to respondent consent forms and outreach materials.

This nonsubstantive change is intended to ensure participants are fully informed on the risks of in-person participation and the option to participate by phone if desired. It does not alter the purpose of the data collection, nor the expected uses of the data as approved by OMB in September 2021, October 2021, January 2022, and May 2022.

Overview of Requested Changes

Changes to the current appendices and additions of new appendices have been made in response to the project team planning to conduct the Baseline Youth Survey (Instrument 1) in-person. These changes are requested to accommodate in-person data collection, inform potential participants of the potential risk of COVID-19 transmission during in-person data collection, and outline the steps the field interviewers are taking to minimize risk of COVID-19 transmission.

We are requesting revisions to the following approved appendices:

1. Young Adult Study Consent Form (Appendix A) and Youth Study Assent Form (Appendix B) have been modified to include a disclaimer about the COVID-19 transmission risks associated with in-person data collection and advises on strategies to mitigate risk. It also includes an option to conduct the interview via telephone.
2. Baseline Youth Survey Fact Sheets (Appendix E) have been modified to include a statement that the baseline survey interviews will be conducted in person and that this may increase the risk COVID-19 transmission and advises on strategies to mitigate risk. It also includes an option to conduct the interview via telephone.

We are requesting approval for the following new appendices:

1. Field Interviewer Scripts for In Person Contacting and Locating (Appendix N) has been added with field interviewer scripts for in-person contacting and locating of youth.
2. Sorry I Missed You Card (Appendix O) has been added for field interviewers to use if the youth is not home or available during an attempted in-person contact.
3. Appointment Card (Appendix P) has been added for field interviewers to leave with participants who opt to schedule a time to complete the survey, in-person or by phone, at a later time.
4. COVID Risk Information Form (Appendix Q) and Field Interviewer COVID Risk Information Form Talking Points (Appendix R) have been added with the COVID risk information that will be given to study participants and the script field interviewers will use to review this information prior to starting the study consent/assent process.
5. Baseline Youth Survey Showcard Booklet (Appendix S) has been added with the showcard that will be used for one survey item during in-person collection.
6. Baseline Youth Survey Gift Card Receipt (Appendix T) has been added with the receipt for the baseline survey.

Time Sensitivities

This work is time sensitive. Participant responses to the baseline youth survey (Instrument 1) are currently being collected. Timely approval of the proposed changes will allow data collection to continue without pause or effect on the project timeline.