

**To:** Jordan Cohen  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** David Jones  
Office of Head Start  
Administration for Children and Families (ACF)

**Date:** December 16, 2021

**Subject:** Non-Substantive Change Request – PMFO Feedback Surveys (OMB #0970-0401)

---

This memo requests approval of non-substantive changes to the approved information collection, Program Management and Fiscal Operations (PMFO) Feedback Surveys (OMB #0970-0401).

### ***Background***

This information collection was originally approved by OMB in October 2019. It contained the following data collection instruments:

1. PMFO Session Feedback Survey
2. PMFO Workshop Feedback Survey
3. PMFO Webinar Feedback Survey
4. PMFO E-Learning Module Feedback Survey
5. PMFO Conference Feedback Survey

The PMFO evaluation team has analyzed data collected with the currently approved instruments and has identified some questions that need minor adjustments to improve question clarity and data quality. The PMFO evaluation team also determined, in consultation with PMFO program staff, that a few questions needed to be added to reflect PMFO priority areas. Lastly, a few questions were either added or refined in accordance with the Common Item Bank (CIB) questions that were updated in July 2021. These CIB questions were developed by the Data and Evaluation Workgroup (DEW) and were designed to similarly measure constructs of interest across National Centers to collect consistent data across the OHS Training and Technical Assistance System.

### ***Overview of Requested Changes***

Based on data submitted by the Head Start grantees and regional staff, PMFO priority areas, and the recently revised CIB questions, OHS proposes the following updates across these five instruments:

- Minor revisions to a few survey questions to improve clarity and data quality.
- Addition of seven questions to reflect PMFO priority areas (e.g., practice change; knowledge change; Diversity, Equity, and Inclusion; and IACET). These questions include:

- one open-ended question to help gain a better understanding of how new knowledge is put into action by training participants
- one closed-response question that will help gain a better understanding of barriers that may impact the extent to which new knowledge is applied by training participants
- one closed-response question about Diversity, Equity, and Inclusion
- three closed-response questions related to IACET (International Accreditors for Continuing Education and Training) reporting requirements
- one open-response question asking participants to indicate what type of follow-up support would be most useful to them.
- Addition of / minor revisions to some questions to align with the revised CIB questions, this includes:
  - revision to the organizational affiliation and role questions that reflect OHS recommended language (part of CIB)
  - addition of one closed-response question asking respondents to indicate the extent to which their knowledge increased on the topic(s) presented.
- Revised the order of the survey questions to improve flow.

We have updated the submission to be on the current template and to reflect new burden estimates. The estimated response time (used to calculate the new burden estimates) has been increased to reflect the addition of questions.

***Time Sensitivities***

We would like to begin implementing these surveys at the beginning of 2022, starting on January 3, 2022, if possible.