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Office of Management and Budget (OMB)

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**Date:** February 16, 2022

**Subject:** NonSubstantive Change Request – Study of Disability Services Coordinators and Inclusion in Head Start (OMB #0970-0585)

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This memo requests approval of nonsubstantive changes to the approved information collection, Study of Disability Services Coordinators and Inclusion in Head Start (OMB #0970-0585).

### ***Background***

On January 3, 2022, we received OMB approval for the Study of Disability Services Coordinators and Inclusion in Head Start (OMB #0970-0585). We recently learned from the Office of Head Start (OHS) that due to COVID-19, at least 50% of DSCs in the workforce are in their first year of the role. For that reason, we revisited the recruitment materials and survey to ensure that staff that are new to the role understand that while we are primarily interested in their perspective, they are welcome to confer with colleagues on the answers to the questions if needed. We also added “don’t know” response options throughout the Phase 2 Survey of DSCs to prevent item non-response from newly hired DSC.

### ***Time Sensitivities***

We hope to send the first batch of Phase 2 surveys to DSCs on March 15, 2022. Therefore, we request OMB approval of these changes to the Phase 2 recruitment materials and survey instrument by March 1, 2022, to allow time for programmers to implement the changes.

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

- **Attachment D. Phase 2 Recruitment**
  - o With newly-hired DSCs in mind, we clarified that we are primarily interested in the DSC’s perspective though they are welcome to confer with others.
  - o We have also clarified the survey tips and specified that respondents can save the survey and return to complete it at another time.
  
- **Instrument 2. Phase 2\_DSC Survey**
  - o We reviewed the survey again from the perspective of a newly-hired DSC and added Don’t Know response options where needed.
  - o We revised the Introduction to the survey to align with the new “survey tips” section of the recruitment email. We also added a sentence to the introduction of each

module reminding DSCs that we're primarily interested in their perspective but that they can confer with colleagues, as needed, to respond to the questions.

- We added programmer's notes on select-all-that-apply questions for which response options included Don't Know and/or None of the above indicating if one of these responses is selected, the Respondent should not be allowed to select any other option.