

**To:** Elaine Soohoo and Jamie Wilson  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Beth Claxon  
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Administration for Children and Families (ACF)

**Date:** December 30, 2022

**Subject:** Change Request – Child Welfare Information Gateway's Product Development Survey (OMB #0970-0401)

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This memo requests approval of changes to the approved information collection, Child Welfare Information Gateway's Product Development Survey, approved under the Generic Clearance for the Collection of Routine Customer Feedback (OMB #0970-0401).

### ***Background***

Child Welfare Information Gateway (Information Gateway) is a service of the Children's Bureau (CB), a component within the Administration for Children and Families (ACF) and is dedicated to the mission of connecting professionals and concerned citizens to information on programs, research, legislation, and statistics regarding the safety, permanency, and well-being of children and families. On October 4, 2022, OMB approved the *Child Welfare Information Gateway's Product Development Survey*. The purpose of the survey is to gather feedback on Information Gateway publications to better meet the needs of child welfare professionals, related professionals, students, and personal customers to enhance their customer experience.

Since approval, the Information Gateway has identified that a Spanish version of the survey would be beneficial.

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

This request is to include a Spanish version of the *Product Development Survey*. The survey has been updated to include an additional question at the beginning of the survey which will allow respondents to indicate if they would like to respond in English or Spanish. Those who select English will only receive the English questions and those who select Spanish will only receive the Spanish questions. All survey questions are now available in English and Spanish.

Including the Spanish version will broaden the scope of respondents and therefore, we also request an increase to the estimated number of respondents.

The updated request remains consistent with the previously described purpose and use of the survey data.