

Diaper Distribution Demonstration and Research Pilot Baseline Data Collection

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

November 2022

Submitted By:
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services

4th Floor, Mary E. Switzer Building
330 C Street, SW
Washington, D.C. 20201

A1. Necessity for the Data Collection

The Administration for Children and Families (ACF) Office of Community Services (OCS) awarded grants for the new Diaper Distribution Demonstration and Research Pilot (DDDRP) in September 2022. This is a brand-new program and grant recipients will be launching enrollment, and related data collection in the next month. OCS currently seeks approval to collect initial information for the DDDR, at the start of enrollment.

Background

As this is the first-ever federal diaper pilot, OCS does not have community-level data on diaper need. We have evidence of national need – one in three U.S. families doesn't have enough diapers to keep their child clean and dry—however, we do not have any data on diaper need in the persistent poverty communities that we serve. We hope this initial data collection will give our office a clearer picture of the actual need and allow us to see if it is on par with the national data or if the communities we serve are disproportionately impacted. This information is needed to provide us an understanding the community-level need, so that we can adequately respond.

Additionally, ACF is planning a full federal evaluation of the DDDR to begin in the spring of 2023 (pending Office of Management and Budget (OMB) approval of an upcoming full information collection request specific to that evaluation). The initial data collection proposed here is paramount to ensuring we have accurate, baseline data for all the individuals enrolled in the diaper pilot so we can determine how to structure the full evaluation to best highlight if the pilot really had an impact on beneficiaries' wellbeing. The data will also address grant recipients' requests for on guidance how to standardize their baseline data collection efforts efficiently and effectively, ahead of the full federal implementation evaluation as it will provide ACF with necessary information to standardize data collection methods and metrics across grant recipients, partner organizations, and program beneficiaries.

Collecting this information during initial enrollment to inform ACF planning is important as it will allow us to gather pertinent information from partners and beneficiaries at the time of enrollment, which will be the least burdensome effort and will help avoid challenges with individuals having to recall information later.

Legal or Administrative Requirements that Necessitate the Collection

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

A2. Purpose of Survey and Data Collection Procedures

Overview of Purpose and Use

This information collection request includes two surveys and one interview designed to collect information to inform OCS's internal planning around programming and supports provided to

these new programs, and to inform planning for an upcoming evaluation to be conducted by the ACF Office of Planning, Research, and Evaluation (OPRE)¹

Specifically, the information collected is meant to fulfill the following purposes:

1. Collect demographic data and assess baseline, community level diaper needs from beneficiary families.
2. Standardize data collection metrics across grant recipients and partner organizations as they prepare to enroll families in their diaper programs.
3. Gather initial information about individuals enrolling in the diaper pilot to inform the development of the full federal implementation evaluation.

The intended uses of the results include the following:

1. Provide initial program data for OCS's internal planning purposes. This is particularly important given that the full federal evaluation will not begin until the spring of 2023 but grant recipients will start providing services within the next few weeks.
2. Inform the full federal research study on the implementation of the first-ever federally funded diaper distribution program, for planning purposes as the finalize plans for data collection.
3. Ensure the research study has baseline data that is current and reflects the state of the partner organizations and the diaper need of the beneficiaries at the beginning of the diaper pilot. This will inform the design of the study.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Obtaining input on the development of program performance measures (PM) from grantees or experts in a relevant field.
- Obtaining feedback about processes and/or practices to inform ACF program development or support.
- Development of learning agendas and research priorities.

Guiding Questions

This request includes two surveys and one interview protocol, all created by OCS to fulfill the purposes and uses described above. Table A1, below provides more detail about each instrument.

The **Beneficiary Survey** (Instrument 1) was designed to address the following questions.

- What are the demographics of the families that are participating in the diaper pilot?
- How frequently do families with low incomes experience diaper need?
- How do families with low incomes problem solve around their diaper need (i.e., do they borrow from a friend, make their supply stretch, etc.?)

¹ Information collection requests related to this evaluation will be submitted to OMB, as appropriate when the Paperwork Reduction Act applies.

The **Partner Organization Interview** (Instrument 2) was designed to address the following questions.

- What is the current capacity of partner organizations to provide diapers and diapering supplies to families with low incomes?
- How do partner organizations plan to procure and distribute diapers to families with low incomes? What is their strategy for ensuring they can maximize the number of diapers purchased and ensure they reach families in need on a consistent basis?
- What other services do the partner organizations offer outside of diaper distribution and how do they plan to get participating families connected to those services?

The **Waitlist Survey** (Instrument 3) was designed to address the following questions.

- How many families are unable to receive services with the limited amount of funding for diapers?
- What are their immediate needs or stressors?

Processes for Information Collection

The data will be collected by OCS in partnership with the DDDRP grant recipients. OCS program managers and program specialists will schedule virtual interviews with each partner to administer the partner organization interview instrument. OCS staff will also work with partner organizations to socialize the beneficiary survey and support partner organizations in ensuring they can collect baseline enrollment information from program participants. OCS will put the beneficiary survey in an electronic collection system (i.e. Survey Monkey) and share the link with the partner organizations via email. The partner organizations will administer the survey electronically to beneficiaries. OCS will automatically have access to survey results via the electronic collection system, reducing the burden on partner organizations needing to send the information back to the federal office.

Table A1

<i>Instruments</i>	<i>Respondent, Content, Purpose of Collection</i>	<i>Mode and Duration</i>
Instrument 1: Beneficiary Survey	<p>Respondents: Direct beneficiaries of diapers and diapering supplies funded by the Diaper Distribution Demonstration and Research Pilot</p> <p>Content: Diaper need assessment and demographic data collection</p> <p>Purpose: Gather baseline demographic data on participating families and assess diaper need prior to being enrolled in the pilot</p>	<p>Mode: Survey</p> <p>Duration: 15 minutes</p>
Instrument 2: Partner Organization Interview	<p>Respondents: Partner Organizations supplying diapers and diapering supplies funded by the Diaper Distribution Demonstration and Research Pilot</p> <p>Content: Questions about organizational capacity, diaper procurement and distribution strategy, and support services</p>	<p>Mode: Interview</p> <p>Duration: Interview protocol: 45 minutes</p>

	Purpose: Gather baseline data on organizational capacity to distribute diapers and assess procurement and distribution strategy at the beginning of the pilot for comparison throughout different stages of the program	
Instrument 3: Beneficiary Waitlist Survey	<p>Respondents: Potential beneficiaries of diapers and diapering supplies that the partner organizations don't have the funding and/or capacity to serve</p> <p>Content: Basic information on children in diapers, current state of diaper need, and stress related to diaper need</p> <p>Purpose: The purpose of the waitlist survey is twofold: First, it will allow grant recipients, partner organizations, and the federal government to assess ongoing diaper need in pilot communities, and second, it will allow grant recipients and partner organizations to quickly enroll new families into the diaper pilot, as spots open/additional resources become available.</p>	<p>Mode: Survey</p> <p>Duration: 5 minutes</p>

A3. Improved Information Technology to Reduce Burden

Surveys will be completed and submitted electronically to reduce collection burden. This will allow data to be sent efficiently to the federal office via a secure electronic mailing system. Interviews will be recorded with permission, reducing burden because respondents will not have to answer the same questions multiple times. Additionally, interviews will be conducted virtually, reducing burden because respondents will not have to travel.

A4. Efforts to Identify Duplication

There are no similar data sets or collections available as this is the first ever federally funded diaper distribution program. There are no other federal agencies that supply or coordinate the distribution of diapers to families with low incomes. OCS has consulted peer-reviewed research on the implementation and impact of other diaper distribution programs to inform this data collection. OCS and OPRE are collaborating on this work to ensure information collections related to DDDRP do not duplicate efforts, but instead increase utility and government efficiency through the related efforts.

A5. Involvement of Small Organizations

No small organizations or businesses will be involved in this data collection.

A6. Consequences of Less Frequent Data Collection

This is a one-time data collection.

A7. Special Circumstances

There are no special circumstances for the proposed data collection efforts.

A8. Federal Register Notice and Consultation

Federal Register Notice and Comments

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and OMB regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection request to extend approval of the umbrella generic with minor changes. The notice was published on January 28, 2022, (87 FR 4603), and provided a sixty-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a thirty-day period for public comment, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

Consultation with Outside Experts

No consultations have taken place with experts outside of the project team.

A9. Tokens of Appreciation for Respondents

OCS proposes providing non-monetary tokens of appreciation such as books, baby toys, baby dental supplies or similar items to beneficiaries that participate in the survey data collection. OCS would like to provide these non-monetary tokens of appreciation to families with low incomes to thank them for taking the time to complete the beneficiary enrollment survey. Families with low incomes are often surveyed, assessed, and asked to complete forms without any acknowledgment of their time. OCS would like to ensure the participating families know that their time is appreciated. OCS will work closely with partner organizations, who have direct relationships with the beneficiaries, to determine which tokens of appreciation will be most appropriate.

A10. Privacy of Respondents

Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private to the extent permitted by law. The federal office complies with all Federal and Departmental regulations for private information. Any data stored electronically will be secured in accordance with the most current National Institute of Standards and Technology (NIST) requirements and other applicable Federal and Departmental regulations.

A11. Sensitive Questions

OCS is collecting two data points that may be considered sensitive information. First, OCS is collecting gender for both caregivers and children enrolled in the DDDRP. Our office collects demographic data, including gender, in both our Low Income Home Energy Assistance Program (LIHEAP) and Low Income Household Water Assistance Program (LIHWAP) quarterly reports (OMB#: 0970-0589 and OMB #: 0970-0578, respectively). Thus, OCS intends to include gender in this data collection to ensure we standardize demographic data collection across all our programs.

Second, OCS intends to collect information about the disability status of the child receiving diapers. OCS is interested in disability status because our office includes the Social Services Block Grant (SSBG), which provides funding support for individuals with disabilities. Thus, understanding the disability status of the children served in the DDDRP will allow OCS to breakdown service silos across program offices and target additional funding support through SSBG.

If a respondent does not feel comfortable answering these or any other question, all questions include the option “prefer not to share.”

A12. Estimation of Information Collection Burden

Burden Estimates

Instrument 1 – Beneficiary Enrollment Survey: There are seven grant recipients. Based on applications, grant recipients estimated serving an average of 140 beneficiaries per program. Thus, we estimate distributing the survey to about 1,000 potential respondents. As this is an enrollment survey, OCS only anticipates a 70% response rate, which means there will reasonably be about 700 actual respondents. The project team estimates that it will take each respondent about 15 minutes to complete the survey.

Instrument 2 – Partner Interview: There are seven grant recipients. Based on applications, grant recipients have an average of five partner organizations. Thus, it can be reasonably estimated that there would be 35 potential respondents to this instrument. OCS anticipates a near 100% response rate from partner organizations and has estimated burden accordingly. Interviews will take an average of 45 minutes per respondent.

Instrument 3 – Waitlist Survey: If the average grant recipient is planning to serve 140 families, it can be reasonably estimated that there will be at least 50 additional families who would like to be in the program but will be waitlisted due to resource constraints. Thus, there will be at least 350 potential respondents to the waitlist survey. OCS anticipates at least a 70% response rate, so has estimated 245 actual responses.

Cost Estimates

The respondents to the Beneficiary Enrollment and Waitlist Surveys (Instruments 1 and 3), will be individuals and families with low incomes living in seven different states across the country. OCS used the average state minimum wage across the country as the wage rate, which is \$9.98 per hour. Source: [2022-2023 Minimum Wage Rates by State \(laborlawcenter.com\)](https://laborlawcenter.com/2022-2023-Minimum-Wage-Rates-by-State/)

The Partner Organization Interviews (Instrument 2) will likely be conducted with an executive director or program manager of a social service agency. To calculate the average hourly wage rate, OCS took the average of the full-time hourly wages for job code 21 – 0000 Community and Social Services from 2021. Source: [Average hourly wages for occupational groups and areas by job characteristic, civilian workers \(bls.gov\)](https://www.bls.gov/publications/chart-gallery/chart.do?chartId=3144)

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
Beneficiary Enrollment Survey	700	1	.25	175	\$9.98	\$1,746.50
Partner Interview	35	1	.75	26.25	\$29.20	\$766.50
Waitlist Survey	245	1	.08	19.6	\$9.98	\$195.61
Total Burden and Cost Estimates:				220.85		\$2,708.61

A13. Cost Burden to Respondents or Record Keepers

There are no additional costs to respondents.

A14. Estimate of Cost to the Federal Government

The total cost for the data collection activities under this current request will be \$4,300. This sum reflects federal staff time to send out the survey instruments, complete interviews, administer data collection, and analyze data. The average salary of the staff working on this program is a GS12, which is compensated at an average wage rate of \$89,834 annually, \$43 hourly. It is anticipated that federal staff will spend about 100 hours on this project.

A15. Change in Burden

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

A16. Plan and Time Schedule for Information Collection, Tabulation and Publication

Data collection will begin after OMB approval. It is anticipated that data collection will take about six weeks. After data collection, data analysis will take about four to six weeks. Analyzed data will be accessible to the program office and shared with the federal evaluation contractor within four weeks after analysis is completed.

A17. Reasons Not to Display OMB Expiration Date

All instruments will display the expiration date for OMB approval.

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.

Attachments

Instrument 1 – Beneficiary Enrollment Survey

Instrument 2 – Partner Interview

Instrument 3 – Waitlist Survey