

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Christine Fortunato, Nicole Denmark, and Jenessa Malin  
Office of Planning, Research and Evaluation (OPRE)  
Administration for Children and Families (ACF)

**Date:** October 12, 2023

**Subject:** Change Request – Child Welfare Study to Enhance Equity with Data (OMB #0970-0356)

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This memo requests approval of changes to the approved generic information collection (GenIC), Child Welfare Study to Enhance Equity with Data (OMB #0970-0356).

### ***Background***

The Child Welfare Study to Enhance Equity with Data (CW-SEED) project received approval on May 31, 2023 under the ACF umbrella generic for Formative Data Collections for ACF Research (OMB #0970-0356) to conduct informational calls with child welfare agencies and their partners. The project team estimated that they would need to conduct informational calls in up to 10 sites implementing potentially promising data practices to advance equity in service delivery and child and family outcomes. The purpose of these informational calls is to identify potential sites that can be recruited for future CW-SEED case studies (OMB #0970-0607).

The project team estimated that the informational calls would last up to an hour and would involve approximately three respondents per site in up to 10 sites for a total of 30 respondents. However, as calls have occurred more individuals than anticipated have participated. Each call has instead had four to five respondents on average. Additionally, the information collection to date has not yielded enough sites that can be recruited for future CW-SEED case studies. Therefore, we are submitting a change request to allow for more informational calls with a greater number of respondents that will yield enough sites that can be recruited for future case studies.

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

The project team is requesting approval to conduct calls at an additional 10 sites and to allow for an average of five respondents at each site. The current burden estimates are provided in Table 1 and the proposed updated burden estimates, to cover all information collection efforts under this GenIC, are provided in Table 2.

**Table 1. Currently Approved Burden Hours**

| Instrument                                   | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total/Annual Burden (in hours) | Average Hourly Wage Rate | Total Annual Respondent Cost |
|--|--|---|-------------------------------------|--------------------------------|--------------------------|------------------------------|
| Instrument 1: Informational call topic guide | 30   | 1   | 1                                   | 30                             | \$38.13                  | \$1,143.90                   |

**Table 2. Proposed Increased Burden Estimates**

| Instrument                                   | No. of Respondents (total over request period) | No. of Responses per Respondent (total over request period) | Avg. Burden per Response (in hours) | Total/Annual Burden (in hours) | Average Hourly Wage Rate | Total Annual Respondent Cost |
|--|--|---|-------------------------------------|--------------------------------|--------------------------|------------------------------|
| Instrument 1: Informational call topic guide | 100  | 1   | 1                                   | 100                            | \$38.13                  | \$3,813.00                   |

***Time Sensitivities***

The CW-SEED project intends to complete case studies in up to six sites by February 2024, as approved under OMB #0970-0607. To meet this timeline, the project team would like to complete these informational calls as soon as possible, since these informational calls will help inform our recommendation of sites for the case studies. Without these additional informational calls, the project team will not be able to identify enough suitable sites to conduct the six case studies.