

**Request for Approval under the “Voluntary Partner Surveys to Implement Executive Order 12862/Questionnaire and Data Collection Testing, Evaluation, and Research for the Health Resources and Services Administration” (OMB Control Number: 0915-0212/0915-0379)**

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**TITLE OF INFORMATION COLLECTION:** 2024 Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program All Grantee Meeting Evaluation Surveys

**PURPOSE:** The purpose of this information collection request is to identify the strengths and weaknesses of particular All Grantee Meeting sessions and the conference overall. The surveys will also be used more broadly to identify sessions and content that All Grantee Meeting participants find most useful. The 2024 MIECHV All Grantee Meeting is the first time this type of conference is being held in a hybrid format thus feedback on the format, accessibility via in-person or virtual platforms, and the conference app would help HRSA assess the performance of the meeting logistics contractor and better plan for future acquisition planning. The overall collected information would inform a continuous quality improvement framework to future All Grantee Meetings to ensure these meetings best meet the needs of the attendees. Data analysis for each tool will include basic descriptive statistics and qualitative analysis of responses.

**DESCRIPTION OF RESPONDENTS:** 2024 MIECHV All Grantee Meeting Conference attendees (both in-person and virtual), who may be MIECHV awardees, subrecipients, model developers, and Federal staff and partners.

**TYPE OF COLLECTION:** (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> Other:                                  |

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

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To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

- 1. Is personally identifiable information (PII) collected?  Yes  No
- 2. If yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
- 3. If yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

**BURDEN HOURS**

| Category of Respondent                                       | No. of Respondents <sup>1</sup> | Participation Time | Burden Hours Total |
|--|---------------------------------|--------------------|--------------------|
| 2023 MIECHV All Grantee Meeting Conference Attendees         | 140                             | 0.33               | 46.2               |
| 2023 MIECHV All Grantee Meeting Plenary Session Attendees    | 420                             | 0.03               | 8.4                |
| 2023 MIECHV All Grantee Meeting Concurrent Session Attendees | 1260                            | 0.03               | 37.8               |
| 2023 MIECHV All Grantee Meeting Poster Session Attendees     | 140                             | 0.07               | 9.8                |
| <b>Totals</b>  | 1960                            |                    | <b>102.2</b>       |

**FEDERAL COST:**

The estimated annual cost to the federal government is \$17,497, which includes \$555 in staff hours (10 hours at the GS 13, Step 2 level) in project management and contract oversight and \$16,942 in contract costs (estimated at 1% of the total contract cost) for survey administration and data analysis.

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

- 1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
 Yes  No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The 2024 MIECHV All Grantee Meeting contractor will have a list of all attendees for the conferences. There will be no sampling. The conference survey and the individual session

<sup>1</sup> The number of respondents is not an unduplicated count.

surveys (plenary, breakout, and poster) will be launched through the conference app that the contractor will be using. Appropriate individual session surveys will populate based for which sessions attends register for and all registrants will receive the conference survey after all the sessions conclude.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)
  - Web-based or other forms of Social Media
  - Telephone
  - In-person
  - Mail
  - Other, Explain
2. Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**