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Office of Management and Budget (OMB)

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Subject: Non-Substantive Change Request – Culture of Continuous Learning Project: Case Study (OMB #0970-0605)

This memo requests approval of non-substantive changes to the approved information collection, Culture of Continuous Learning Project: Case Study (OMB #0970-0605).

Background

On March 17, 2023, we received OMB approval to conduct a descriptive case study for the *Culture of Continuous Learning Project: Case Study* (OMB #0970-0605). The purpose of this project is to document the factors that contribute to the feasibility of implementing the Breakthrough Series Collaborative (BSC) quality improvement methodology in Head Start and child care centers. The OMB-approved information collection includes: (1) implementation materials (e.g., worksheets); (2) key informant interviews; (3) focus groups with key staff, teachers, and parents; and (4) surveys with administrators, teachers, staff, and parents.

As the team prepares for the data collection, we have identified several proposed updates to Instruments 17a-dii and Instrument 18 to improve the effort by adding clarifying language and three questions, and slightly updating 3 response scales. Overall, the team believes that these minor updates will improve respondents' experience taking the survey and will ensure the data collection is of maximum utility for the government. The changes are nonsubstantive and do not impact the currently approved burden estimates.

Overview of Requested Changes

The purpose of this nonsubstantive change request is to modify Instruments 17a-dii and instrument 18 in the following ways:

Instruments 17a-dii

1. Slightly reword questions and headers to increase clarity for respondents.
2. Add minimal text to the survey introduction for one respondent type to clarify that we are interested in their child care or Head Start experiences, to inform them of when they can expect the second (of the two) surveys, and to ask that only one adult per household complete the survey.
3. Add 3 questions to improve data quality and reporting
4. Slightly update a few response scales to improve data quality and analysis.

Instrument 18

1. Slightly edit survey instructions to clarify eligibility criteria and to request contact information for the parent who is part of the Core-BSC team.

Language updates.

Change to Instrument 17a only. We have slightly reworded the question that asks center administrators, if applicable, about the number and type of staff roles they currently have open. The originally approved question read, “How many staff openings do you currently have and in what staff roles?” The updated question reads, “What staff roles are open and how many staff openings do you currently have? Select the role first then enter the number of staff openings.”

Changes to Instrument 17di only. Within the survey introduction text, the team has added the word “Head Start” to clarify that we are interested in learning about respondents’ experiences with their child’s child care or Head Start program and classroom—the originally approved text was missing the term “Head Start.” Additionally, the team added text informing respondents of when we will be asking them to complete the survey “(now, and we will contact you in the spring of 2025 to ask you to complete the survey a second time).” Lastly, the team added instructions asking that only one adult from a respondent’s household complete the survey.

Changes to Instrument 17b and 17c only. We have added additional instructions to one matrix question to clarify how respondents who do not regularly teach in classrooms should answer the question. Specifically, the text we have added reads, “In your role, if you don’t regularly teach in classrooms, please respond to these statements thinking about being a classroom teacher at your center.”

Changes to all Instruments (17a-17dii). The team proposes minor wording updates to two questions. The first change updates the final response option for year of birth from 2004 to 2006. Updating the final response option from 2004 to 2006 is more inclusive as it captures individuals who are 18 and older instead of 20 and older.

The next proposed change updates the originally approved question on household income from “In 2021, what was your total household income before taxes?” to “What is your current total household income before taxes?” The team believes this slight change will improve data quality and reduce the burden on respondents to think back to 2021.

The team also proposes updating survey headings so the section they are associated with is clearer to respondents. For example, the team proposes changing the originally approved heading, “Intra-Organizational Learning” to “Experiences With Quality Improvement.”

Change to Instrument 18. The team proposes minor edits to the survey instructions to clarify eligibility criteria and to request contact information for the parent who is part of the Core-BSC team.

Proposed new questions.

Change to Instruments 17a, 17b, and 17c only. The team has added the following baseline question to contextualize the subsequent four questions:

- “Have you heard that your program is participating in a new quality improvement approach called the Breakthrough Series Collaborative to Support Social and Emotional Practices?
 - Yes
 - No”

Changes to Instrument 17di only. Within the Demographics text, the team proposes adding the following questions to ensure we are able to better track and analyze responses for this respondent type:

- “What state do you live in?”
- “What’s the name of the child care/Head Start center your child attends?”

Response scale updates.

The team proposes updating response scales across Instruments 17a-dii so that whenever possible, response scales are on a 5-point Likert scale. As the majority of our already approved response scales are on a 5-point Likert scale, we believe this update will improve data quality and analysis as individuals will be responding on the same (i.e., 5-point) scale.

The originally approved and updated scales are outlined below.

1. Response scale type 1
 - a. Original scale options: Often, Sometimes, Rarely, Never
 - b. Proposed update: Never, Rarely, Sometimes, Regularly, Often
2. Response scale type 2
 - a. Original scale options: Strongly agree, Agree, Disagree, Strongly disagree
 - b. Proposed update: Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree
3. Response scale type 3
 - a. Original scale options: A lot of influence, Some influence, A little influence, No influence
 - b. Proposed update: No influence, A little influence, Some influence, A moderate amount of influence, A lot of influence

Time Sensitivities

Recruitment for data collection is planned to begin shortly. As such, we appreciate a prompt response.