

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: Feedback on technical resources for data use and general information for the National Survey of Early Care and Education (NSECE)

PURPOSE: We are seeking feedback related to current and planned technical resources about the National Survey of Early Care and Education (NSECE), which is sponsored by the Office of Planning, Research and Evaluation (OPRE) of the Administration for Children and Families. We intend to request feedback from our data user community through a short survey intended to help us better understand the background of our data, documentation, and technical resource users, tailor future content to our audience, and develop ways to support our data user community. This feedback will help us identify future technical assistance materials and ensure users are able to access and identify existing materials. We anticipate fielding the questions as a stand-alone survey as well as during selected in-person conferences or trainings.

DESCRIPTION OF RESPONDENTS: The respondents will be NSECE data users, which may include ACF grantees, contractors, and other stakeholders from academic institutions, research organizations, state agency staff, training and technical assistance organizations in the field of early care and education. Respondents will come from both conference attendees and the NSECE listservs (data user mailing list), the CCEEPRC listserv and potentially the Child and Family Data Archive (CFDA) distribution list as well as various members of the early care and education research and practice communities identified by NSECE project team members. While the number of conference attendees is unknown, we expect no more than 150 respondents across conferences and distribution lists.

TYPE OF COLLECTION:

☐ Customer Comment Card/Complaint Form	☒ Customer Satisfaction Survey
☐ Usability Testing (e.g., Website or Software	☐ Small Discussion Group
☐ Focus Group	☒ Other: <u>Survey of Customer Needs</u>

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 primary purpose of the results is not for public dissemination.
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.

Name and affiliation: Ivelisse Martinez-Beck, OPRE, ACF, HHS

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

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

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
Feedback Survey to inform NSECE Training and Technical Assistance	Individuals or Households	150	1	10 minutes	25

FEDERAL COST: The estimated annual cost to the Federal government is \$960.

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 universe will be the attendees of upcoming conferences where NSECE staff are in attendance, individuals subscribed to our NSECE data users mailing list and CFDA distribution list. Potential respondents will either be invited generally through printed flyers and information shared by NSECE team members at the conferences or directly by email from the NSECE team through the NSECE or CFDA data users mailing lists, or have the announcement forwarded to them from someone on these lists. The lists are entirely voluntary: users signed-up from ACF-sponsored NSECE site (i.e., NSECE@norc.org) or CFDA site/events and can remove themselves at any time.

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.