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

**TITLE OF INFORMATION COLLECTION:** Cognitive testing of a Spanish language version of a questionnaire for the Consumer Education and Parent Choice in Early Care and Education project

**PURPOSE:** The purposeof this information collection is to do cognitive testing of the Spanish language version of a parent questionnaire. The questionnaire aims to gather parent perspectives and experiences with using different information sources on child care and early education (CCEE) and using that information to make decisions about their children’s CCEE enrollment, as well as collect information about their care arrangements and family circumstances. Cognitive testing of the English version was completed under this generic (request approved May 16, 2023)[[1]](#footnote-3). This request is specific to the Spanish version.

The goal of this cognitive testing is to test the Spanish translated version of the questionnaire with a variety of Spanish speaking parents with young children. Cognitive testing will help us determine the equivalency between the English and Spanish versions of the instrument, ensure that the questionnaire is understandable to Spanish speaking respondents, and confirm that the way questions are worded match with researcher's intentions. This testing will allow our team to assess whether any of the translated questions or wording cause confusion or are unclear so that we can make needed revisions to the translations.

**DESCRIPTION OF RESPONDENTS**: The cognitive testing respondents include Spanish speaking parents over the age of 18 with young children (under the age of 6, not yet in kindergarten). This group of respondents will encompass Spanish speaking parents who are using CCEE and those using parental care only.

**TYPE OF COLLECTION:**

[ ] Customer Comment Card/Complaint Form [ ] Customer Satisfaction Survey

[ ] Usability Testing (e.g., Website or Software [ ] Small Discussion Group

[ ] Focus Group [ x] Other: \_Cognitive interviews to refine Spanish language translated questionnaire

**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: Alysia Blandon, Senior Social Science Research Analyst: Office of Planning, Research, and Evaluation.

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

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ X ] 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 [ X ] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

We will be collecting names, email addresses, telephone numbers, and state of residency. We will be collecting names, as well as email addresses, and/or telephone numbers for the purpose of contacting individuals who indicate interest in participating in the cognitive testing via outreach efforts. Parents will indicate interest in participating by emailing or calling the study team’s contact number or email. Researchers will then use that information to contact interested participants to screen them for eligibility for the cognitive testing, to schedule the session if eligible, and to send the token of appreciation for those who do participate in cognitive testing. State of residency is asked on the questionnaire so that the official state QRIS name can be populated into the web-based questionnaire.

**Gifts or Payments:**

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

Participants will include Spanish speaking parents of young children. As such, we propose to provide participants with a $50 Amazon electronic gift card as a token of appreciation. This token is intended to offset costs of participation in the study, such as child care or other expenses and to help ensure that individuals with more constraints on their ability to participate may take part. Without a token, we risk not collecting perspectives from parents who may have less available time, such as parents with multiple children and in households where all resident adults are working. Having a broad set of perspectives from our cognitive interview respondents is a primary indication of high quality in these cognitive interviews. Having these broad perspectives will help us revise the translated questionnaire so that it better captures information from the full spectrum of households with young children, thus improving the representativeness (and data quality) of the main survey.

**BURDEN HOURS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Information Collection** | **Category of Respondent** | **No. of Respondents** | **No. of Responses per Respondent** | **Estimated Time per Response** | **Burden Hours** |
| Survey on where Parents Look for and Find Information when Selecting Child Care | Spanish speaking individuals 18 or over with young children | 9[[2]](#footnote-4) | 1 | 75 minutes | 11.25 hours |

**FEDERAL COST:** The estimated total cost to the Federal government is $20,535.

**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 [X ] 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 selection of targeted respondents will come from our internal outreach efforts, such as outreach to family community centers that cater to Spanish speaking parent populations, as well as from our networks and our partners at the Urban Institute. We will use our internal networks to increase demographic diversity as needed. Our internal networks include individuals from several locations throughout the U.S. and skew toward lower-income and less-skilled workers, who may be harder to recruit in other contexts but are important to the study priorities.

**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

[ X ] Other, Explain

We will administer the cognitive interviews via a virtual platform. During the session respondents will complete segments of the parent questionnaire, followed by a series of questions about their understanding of the survey items.

1. Will interviewers or facilitators be used? [ X ] Yes [ ] No

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

1. We have included the English version as a supplementary document for reference. [↑](#footnote-ref-3)
2. Since this activity is asking for same questions that were asked during cognitive testing of the English version, the number of respondents to these questions is more than 9 in one year and therefore subject to the Paperwork Reduction Act. [↑](#footnote-ref-4)