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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Juliana Melara
Office of Community Services
Administration for Children and Families (ACF)

Date: March 5, 2024

Subject: NonSubstantive Change Request – Office of Community Services Affordable Housing and Supportive Services Demonstration Data Collection (OMB #0970-0628)

This memo requests approval of nonsubstantive changes to the approved information collection, Office of Community Services Affordable Housing and Supportive Services Demonstration Data Collection (OMB #0970-0628).

Background

The Office of Community Services (OCS) Affordable Housing and Supportive Services Demonstration (AHSSD) data collection was approved on March 1, 2024. While preparing to start data collection, OCS has learned that grant recipients may administer the two individual-level data collection instruments (Service Receipt Questionnaire and Self-Sufficiency Matrix) in separate sessions or together in one session. With this process, the existing consent language may be cumbersome, especially if both instruments are administered together in one session. As such, we would like to simplify the consent language for the Service Receipt Questionnaire to shorten the consent language and streamline administration of the individual-level information collections. Additionally, OCS would like to correct minor typographical errors.

Overview of Requested Changes

Grant recipients will review the study information sheet prior to the administration of either or both of the individual-level instruments, so all individuals who are asked to complete the information collections understand the study, what participation entails, the risks and benefits of participation, and privacy implications. Because participants will review the full study information sheet just before completing the Service Receipt Questionnaire, the revised Service Receipt Questionnaire shortens the consent by removing details that are covered in the study information sheet about what is being studied and how the information will be used. We also remove details about how the unique identifier will be handled. We also added language to clarify mandated reporter role of caseworkers in case the participant needs the caseworker's help while they are taking the survey.

The revised Service Receipt Questionnaire also incorporates minor changes that enhance readability. It adds a “do not” agree to participate option, to automatically exit the survey for individuals who do not consent. It also corrects a few typographical errors and omissions— includes a reference to the OMB #, adds the word “you” to the main question stem for the service receipt questions, and adds “go to” prior to “class” in the item about drop-in child care.

Time Sensitivities

OCS is planning to rollout the instruments on March 7, 2024 to grant recipients and would like to update the language on the Service Receipt Questionnaire via our Qualtrics link as soon as possible.