

**Request for Approval under the clearance of the “Generic CCWIS Review & Technical Assistance” Office of Management and Budget (OMB) Control Number: 0970-0568**

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**TITLE OF INFORMATION COLLECTION:** Comprehensive Child Welfare Information System (CCWIS) Review and Technical Assistance Process Self-Assessment Tool: Data Quality and Reporting

**PURPOSE:** The Data Quality and Reporting Self-Assessment Tools submitted under this overarching generic clearance will be used by the Children’s Bureau to:

- Proactively identify risks, system shortcomings, or deficiencies in system planning, design, and/or implementation;
- Identify gaps and determine strategies for improvement or corrective action, or to allow a project course change; and,
- Identify the need for additional technical assistance or further federal guidance.

The specific self-assessment tools submitted as part of this generic information collection request are described in the following table:

<b>Topic</b>	<b>Purpose/Use</b>
Data Quality	This tool provides a framework for the agency to self-assess the effectiveness of its data quality efforts and supports the design of an efficient, economical, and effective system that meets the data quality requirements and goals under 45 CFR § 1355.52(d).
Reporting	Assists agencies with meeting federal child welfare reporting requirements and goals when designing and developing CCWIS modules and systems to meet program and design requirements under 45 CFR § 1355.52(a). This tool will help agencies assess the effectiveness of report design, development, and training practices.

**DESCRIPTION OF RESPONDENTS:** States and tribes receiving title IV-E funding for a CCWIS.

**CERTIFICATION:**

I certify the following to be true:

1. The collection is in compliance with U.S. Health and Human Services regulations.
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. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name: Tresa Young, Management Program Analyst, ACF Children’s Bureau

To assist OMB review of your request, 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 been published?  Yes  No

**BURDEN HOURS**

<b>Information Collection</b>	<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>No. of Responses per Respondent per year</b>	<b>Burden hours per Response</b>	<b>Annual Burden</b>
Data Quality Self-Assessment Tool	Title IV-E Agencies	55	1	10	550
Reporting Self-Assessment Tool	Title IV-E Agencies	55	1	10	550
<b>Total</b>					<b>1100</b>

**FEDERAL COST:** The estimated annual cost to the Federal Government is \$23,694.

**TYPE OF COLLECTION:**

How will you collect the information? (Check all that apply)

- Web-based
- E-mail
- Paper mail
- Other, Explain

**Please make sure to submit all instruments, instructions, and scripts with the request.**