

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

TITLE OF INFORMATION COLLECTION: Comprehensive Child Welfare Information System (CCWIS) Review and Technical Assistance Process Self-Assessment Tool: Security and User Experience

PURPOSE: The Security and User Experience 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 is described in the following table:

Topic	Purpose/Use
User Experience	Helps guide agencies to improve CCWIS User Experience (UX) by covering the common qualitative guidelines that UX professionals use when evaluating products, such as websites and applications, referred to as heuristics. Good UX design provides content so all users can perform their tasks seamlessly and agencies can meet the efficient, economical, and effective requirements under 45 CFR § 1355.52(a).
Security	Assists agencies with meeting security standards and goals when designing and developing CCWIS modules and systems to meet program and design requirements under 45 CFR § 1355.52-53 and federal financial participation requirements under § 75.364 and § 95.621.

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 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 been published? Yes No

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent per year	Burden hours per Response	Annual Burden
Security Self-Assessment Tool	Title IV-E Agencies	55	1	10	550
User Experience Self-Assessment Tool	Title IV-E Agencies	55	1	10	550
Total					1100

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.