

# **Needs Assessment Survey for the National Center for Early Childhood Development, Teaching, and Learning's (NCECDTL's) Training and Technical Assistance Offerings**

**Formative Data Collections for Program Support**

**0970-0531**

## **Supporting Statement**

### **Part A**

**July 2023**

Submitted By:  
Office of Head Start  
Administration for Children and Families  
U.S. Department of Health and Human Services

4<sup>th</sup> Floor, Mary E. Switzer Building  
330 C Street, SW  
Washington, D.C. 20201

## **A1. Necessity for the Data Collection**

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval to collect feedback from Coaches and Education Managers who support Coaches who attend the National Center for Early Childhood Development, Teaching, and Learning's (NCECDTL) Training and Technical Assistance (TTA) offerings. This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Delivery of targeted assistance and workflows related to program implementation or the development or refinement of program and grantee processes.
- Planning for provision of programmatic TTA.

### ***Background***

The NCECDTL provides TTA to Head Start/Early Head Start grantees and Regional TTA Specialists. This professional development aims to yield improvements in program- and staff-level outcomes and lead to enhanced competencies (knowledge, skills, and practices) for TTA and grantee staff who focus on early child development and education services across the Head Start and Early Head Start program options. As part of the network of Early Childhood National Centers, NCECDTL collaborates with the ACF Office of Head Start's Central and Regional Offices to provide a range of supports designed to benefit Coaches and Education Managers who support Coaches. In the coming contract year, DTL plans to deliver a multi-day event for Coaches and Education Managers who support Coaches. The proposed data collection would provide NCECDTL with a deeper understanding of what resources and supports have been and will be most beneficial to their ongoing work. This information is needed for the NCECDTL to provide TTA that is targeted to the needs of those receiving the support.

### ***Legal or Administrative Requirements that Necessitate the Collection***

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

## **A2. Purpose of Survey and Data Collection Procedures**

### ***Overview of Purpose and Approach***

This Generic Information Collection (GenIC) request includes a web-based survey that will be disseminated to a total of about 1,200 Coaches or Education Managers that support Coaches. The purpose of survey is to understand participants' current and anticipated needs that DTL can address during the event for Coaches and Education Managers supporting Coaches. Results from the survey will be used to identify participant needs, design training sessions and materials that speak to those needs, and inform an event designed for the surveyed population.

### **Questions**

The web-based survey includes questions that focus on the following topics: focus areas for coaching, coaching delivery methods, challenges related to coaching, and use of tools for effective coaching.

### **Design**

Survey respondents will be recruited through an e-blast that includes information about the survey and a link to the web-based survey. The eblast will be sent to subscribers to the NCECDTL eblast. Respondents will also be recruited through the Head Start Coaching Companion. Surveys are expected to take approximately 20 minutes per respondent and include Likert scale, multiple choice, and open-ended questions to collect feedback on the current activities and needs of coaches and those who support coaches.

The NCECDTL e-blast list includes 22,825 subscribers. However, based on current (2021) Program Information Report data (OMB #0970-0427), approximately 4.3% of Head Start staff are education managers or those providing coaching supports. Therefore, the expected population from the e-blast list that would be eligible to complete the survey is approximately 982 respondents. Additionally, based on survey response rates from NCECDTL Coaching Corner and Education Manager webinars, it is expected that approximately 28% (275) of eligible respondents will complete the survey.

The Head Start Coaching Companion has 2,350 users, with roughly 250 users logging in per month. Applying the expected response rate of 28%, it is expected that approximately 70 users will respond to the survey.

The survey will remain open for 2 weeks after which NCECDTL staff will review responses.

### **A3. Improved Information Technology to Reduce Burden**

The survey will be web-based and respondents will be able to complete the survey at their convenience during a two week period. NCECDTL will provide an active link to the web-based survey in the recruitment emails and e-blast.

### **A4. Efforts to Identify Duplication**

This is a one-time needs assessment to inform future work of the NCECDTL. This information collection does not duplicate any other data collection efforts or request information that is currently available elsewhere.

### **A5. Involvement of Small Organizations**

Not applicable. No impact to small organizations expected.

## **A6. Consequences of Less Frequent Data Collection**

Not applicable. This is a one-time data collection effort.

## **A7. Special Circumstances**

There are no special circumstances for the proposed data collection efforts.

## **A8. Federal Register Notice and Consultation**

### ***Federal Register Notice and Comments***

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of the overarching generic clearance for formative information collection. This notice was published on January 28, 2022, (87 FR 4603), and provided a sixty-day period for public comment. During the notice and comment period, no substantive comments were received. A subsequent notice was published on July 13, 2022 (87 FR 41723) and provided a thirty-day period for public comment. During the notice and comment period, no substantive comments were received.

### ***Consultation with Experts Outside of the Study***

We are not conducting consultation with experts outside the study.

## **A9. Incentives for Respondents**

No incentives will be offered to respondents.

## **A10. Privacy of Respondents**

Information collected will be kept private. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private.

## **A11. Sensitive Questions**

There are no sensitive questions in this data collection.

## **A12. Estimation of Information Collection Burden**

### ***Burden Estimates***

We expect the survey to be sent to approximately 1,232 potential respondents, and we expect a response rate of 28% for a total of 345 respondents. The survey is estimated to take an average of 20 minutes to complete. Data collection will take place over a two-week period.

Instrument	Total Number of Respondents	Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
Coaches & Education Leaders Needs Assessment	345	1	.33	114	\$55.40	\$6,315.60

### ***Total Annual Cost***

This is based on median hourly wage of preschool education administrators from BLS job code 11-9031 (<https://www.bls.gov/oes/current/oes119031.htm>, May 2022) at \$27.70 per hours. To account for fringe benefits and overhead the rate was multiplied by two which is \$55.40.

## **A13. Cost Burden to Respondents or Record Keepers**

There are no additional costs to respondents.

## **A14. Estimate of Cost to the Federal Government**

The total cost for the data collection activities under this current request will be \$8,520. Federal staff costs are estimated to be about 20 hours of the time of a staff at the GS-14 labor category to oversee the activities of this data collection.

## **A15. Change in Burden**

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

## **A16. Plan and Time Schedule for Information Collection, Tabulation and Publication**

The data is only intended for internal capacity building and no publications are expected as a result of this data collection.

**A17. Reasons Not to Display OMB Expiration Date**

All instruments will display the expiration date for OMB approval.

**A18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information collection.