

# **Request for Approval under the “Administration for Children and Families Generic for Information Collections Related to Gatherings”**

**(OMB Control Number: 0970-0617, Expiration Date: 9/30/2026)**

**TITLE OF INFORMATION COLLECTION:** Data and Information System Consultation Center Universal Technical Assistance Surveys

**PURPOSE:** The Office of Child Care (OCC), under the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) funds the Data and Information System Consultation Center (DISCC), which is a national data and information system consultation center. DISCC provides Universal Technical Assistance (UTA) to State, Territory, and Tribal Lead Agencies that operate a Child Care and Development Fund (CCDF) Program.

Additionally, OCC has contracted with K. L. Scott and Associates, LLC, to provide research-informed/evidence-based technical assistance regarding data and information technology practices, systems, and services. As part of these efforts, OCC seeks approval to collect registration information and event feedback from participants in UTA webinar and peer learning activities provided by DISCC. DISCC anticipates hosting about 15 events annually.

DISCC will provide two types of UTA:

- Webinars are for sharing information that is pertinent to a wide audience and are generally in response to a request and need for information. They will be hosted online using Zoom or Teams, will be recorded, and will be posted to the DISCC website.
- Peer learning activities are for fostering conversation among and between attendees to share insights, ideas, and lessons learned that may be used by others to achieve the same or similar outcomes. Peer learning activities will be hosted online using Zoom or Teams and will not be recorded.

Two (2) surveys will be used to collect information from the target audience (State, Territory, and Tribal Lead Agencies that operate a CCDF Program) for DISCC UTA activities:

1. The proposed **DISCC UTA Registration Survey** would be used to request information from attendees to identify accommodation needs and to adjust content and ensure it provides the most pertinent information based on the target audience.
2. The proposed **DISCC UTA Feedback Survey** would request feedback from attendees after webinars or peer learning activities to understand their perspective on whether information presented was clear, concise, improved their knowledge, and can be applied to improve outcomes for families seeking child care services and providers who participate in the CCDF Program. Information will be used to ensure future webinars and peer learning activities meet the needs of participants.

These surveys fit within the scope of this umbrella generic, which specifies the following example activities:

- Registration forms
  - o Information collected on these types of forms could include name, contact information, organization/affiliation, basic demographics, attendance needs, etc.

- Post-Meeting/-Workshop/-Training Evaluation Surveys
  - o Information collected on these types of surveys could include requests for feedback on the overall activity, feedback on content, post-meeting knowledge, post-meeting uses of content, preferences for future activities, etc.

**DESCRIPTION OF RESPONDENTS:** Respondents include staff from State, Territory, and Tribal CCDF Lead Agencies; non-government statewide, local, and regional organizations working with the Lead Agencies; and non-government persons contracted by the Lead Agencies.

**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 information collected is not intended to be disseminated to the public<sup>1</sup>.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: [Ginny Gipp, Administration for Children and Families](#)

To assist review, please provide the following information:

**BURDEN HOURS**

<b>Instrument Title</b>	<b>Category of Respondent</b>	<b>No. of Respondents</b>	<b>Participation Time</b>	<b>Annual Burden</b>
DISCC UTA Registration Survey (used before UTA activities)	State, local, or tribal governments	3,000 (200 per activity, 15 activities per year)	1 minute	50 hours
DISCC UTA Feedback Survey (used after UTA activities)	State, local, or tribal governments	3,000 (200 per activity, 15 activities per year)	3 minutes	150 hours
<b>Totals</b>			4 minutes	<b>200 hours</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$7,685.00, including approximately 45 hours contractor labor to support collection and analysis of data.

**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

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<sup>1</sup> The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an ACF website or included in a printed or online program for the activity or subsequent publication describing the activity.

[ ] Other, Explain

**Instruments, instructions, and scripts are provided below:**

Attachment A – DISCC Universal Technical Assistance Registration Survey 20240625

Attachment B – DISCC Universal Technical Assistance Feedback Survey 20240625