Health Resources & Services Administration

5600 Fishers Lane
Rockville, MD 20857

DATE: 12/4/2024

TO: Dan Cline, OMB Desk Officer

FROM: Joella Roland, HRSA Information Collection Clearance Officer

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Request: The Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau requests approval for non-substantive changes to the "Assessing the Use of Informal Contacts to Promote Caregivers' Engagement and Satisfaction with Early Childhood Home Visiting Through Rapid Cycle Learning" (OMB 0906-0098, expiration date 07/31/2027).

Purpose: The purpose of this request is to make changes to the qualitative analysis approach described under the "Procedures for Collection of Information" section in Supporting Statement B. The updated analysis approach will better align with the rapid-cycle design phases and timing. This memo explains the changes and supporting rationale.

Changes: The study involves collecting qualitative data through focus groups across four phases of study implementation. Currently, the focus group analysis approach described in Supporting Statement B includes: 1) using a professional service to transcribe focus groups, 2) deductive coding of all focus group transcripts to extract key ideas and group data thematically for analysis, and 3) summarizing high-level themes and findings. The goal of analysis is to inform modifications to the home visiting practices being tested during the study and allow the study team to evaluate the success of practices being tested within each study site.

The study team instead proposes to: 1) take detailed notes during each focus group, 2) during and after each focus group, distill notes into structured documents that highlight key themes and findings, and 3) code these documents for analysis. Each focus group will be recorded and the team will reference the recordings as needed to clarify information from the notes. The goal of the study is to refine home visiting practices between study phases and in partnership with participating sites. The changes in the proposed analysis approach will benefit the study by allowing a more efficient and timely allocation of resources in distilling information and applying it to the next study cycle. It also produces

documents summarizing findings that home visiting sites have the option to review.

The change does not involve modifications to any of the instruments. The change will affect the analysis of data collected through the following instruments:

- Program Staff Focus Group Protocol – Phase 1: Co-Definition, Focus Group 1 (Appendix F)
- Program Staff Focus Group Protocol – Phase 1: Co-Definition, Focus Group 2 (Appendix G)
- Family Focus Group Protocol (Appendix H)
- Program Staff Focus Group Protocol – Phase 2: Installation / Phase 3: Refinement (Appendix I)
- Program Staff Focus Group Protocol – Phase 4: Summary (Appendix L)

Time Sensitivity: Approval of these changes is needed by December 19, 2024, to ensure the study team is not delayed in moving forward with the study.

Burden: The proposed changes to the analysis approach do not affect the estimated reporting burden for all respondents. There are no proposed changes to information collection instruments.