Health Resources & Services Administration

5600 Fishers Lane
Rockville, MD 20857

DATE: December 5, 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 Home Visiting Assessment of Implementation Quality Study: Understanding Supervisor Supports in Home Visiting (OMB 0906-0100, expiration date 08/31/2027).

Purpose: The purpose of this request is to update the total number and burden estimate for the Recruitment Survey. The Recruitment Survey is currently open and is close to receiving the original estimated number of respondents, though lacks responses in certain regions. The study team has also found that the Survey is taking less time than originally estimated. The study team proposes to increase the number of respondents to continue recruitment for a more representative sample and to update the burden estimate.

This memo explains the changes and supporting rationale.

Changes: This study includes qualitative data collection through focus groups and interviews of home visiting program leaders, supervisors, and home visitors. Participants are recruited through the information collection tool Recruitment Survey and the study team originally anticipated collecting up to 250 responses. The Recruitment Survey is currently open and close to meeting this target with very few responses from certain regions of the county. The study team proposes to increase the total response from 250 to 400 to allow continued recruitment outreach efforts, ensuring a diverse sample of home visiting representatives and accounting for participant dropout.

As the Survey is currently open the study team determined that the average burden per response is 3.5 minutes, a decrease from the original estimate 10.2 minutes which decreases the overall burden. The burden statement on the Recruitment Survey will be updated. **Table A** shows the changes to the original burden table.

Time Sensitivity: The changes must be completed in a timely manner to ensure that recruitment will not experience a delay. The Recruitment Survey is currently open and further outreach is planned in the coming weeks to ensure a representative sample. Approval of these changes is needed by December 18,2024 to ensure timely data collection.

Burden: While the total number of the responses is increased, the estimated burden for the Recruitment Survey and the overall study will decrease.

PROPOSED CLARIFICATIONS AND NON-SUBSTANTIVE CHANGES:

Table A

Form Name	Number of Respondents	Number of Responses per Respondent	Total Responses	Average Burden per Response (in hours)	Total Burden Hours
Recruitment Survey	400	1	400	0.06	24
LIA Program Director Interview Guide	50	1	50	1.00	50.0
Supervisor Focus Group Protocol	50	1	50	1.50	75.0
Home Visitor Focus Group Protocol	50	1	50	1.50	75.0
Total	550		550		224

Attachments:

1. Recruitment Survey (the instrument has not changed but the burden statement has been updated with changes tracked)