

**To:** Kelsi Feltz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Surina Amin  
Office on Child Abuse and Neglect  
Administration for Children and Families (ACF)

**Date:** November 12, 2024

**Subject:** Change Request – National Center on Substance Abuse and Child Welfare  
Convening Registration Information Collection (OMB #0970-0617)

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This memo requests approval of changes to the approved information collection, National Center on Substance Abuse and Child Welfare Convening Registration Information Collection, approved under the Administration for Children and Families Generic for Information Collections Related to Gatherings (OMB #0970-0617).

### ***Background***

The NCSACW Convening Registration Information Collection was approved on 12/5/23. Information collection using this approved information collection form has begun.

To collect more information about the convening participants (e.g., location, tribal affiliation, system affiliation), additions to the registration form are suggested.

The NCSACW will be holding a Youth Convening in January 2025. It is necessary to collect more topic-specific information. The questions included are specific to the youth who will be attending the particular convening, and this information is needed for planning and registration purposes.

### ***Overview of Requested Changes***

Requested change to National Center on Substance Abuse and Child Welfare Convening Registration Information Collection

- Revise “State/Province” to “State/Province/City/County”
- Add “Do you work for a tribe or tribal coalition?”
  - Add “If yes, what tribe or tribal coalition?”
- Add “System”
- Add “Which of these times would work best for your schedule?”
- Add “At what ages were you involved in child welfare services?”
- Add “How long were you involved in child welfare services?”
- Add “What was your permanency status exiting care?”
- Add “In participating in a breakout group session, would you most align with a direct service provider or a program manager/administrator?”
- Add “How many years of professional experience do you have?”

- Add “How many years of post-high school education do you have?”

We estimate that these additions will increase the estimated response time from 2 to 4 minutes. The registration questions and submission form have been updated to reflect these changes.