

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: January 10, 2025

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

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

Background

The NCSACW Training 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 training participants (e.g., location, tribal affiliation, system affiliation), additions to the registration form are suggested.

NCSACW also proposes to add one additional question to understand why individuals choose to take the online tutorial training.

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 “Why are you taking this training?”

We estimate that these additions will increase the estimated response time from 4 to 5 minutes. The NCSACW contracts with ICF to make any website related changes. Changes to the registration form require an estimated 8 hours of ICF work for a total cost of \$850. The Federal cost increased from \$1,240 to \$2,090. The forms have been updated to reflect these changes.