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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Surina Amin
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Administration for Children and Families (ACF)

Date: May 21, 2025

Subject: Change Request – National Center on Substance Abuse and Child Welfare
Communities of Practice 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 (NCSACW) Communities of Practice Registration Information Collection, approved under the Administration for Children and Families Generic for Information Collections Related to Gatherings (OMB #0970-0617).

Background

The NCSACW Communities of Practice 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, organization, what they hope to gain from participation), additions to the registration form are suggested.

Overview of Requested Changes

Requested change to National Center on Substance Abuse and Child Welfare Communities of Practice Registration Information Collection

- Revise "State/Province" to "State/Province/City/County"
- Add "Do you work for a tribe or tribal coalition?"
    o Add "If yes, what tribe or tribal coalition?"
- Add "Organization"
- Add "System"
- Add "Do you provide direct service to clients or families?"
- Revise "What information are you most interested in learning from this Community of Practice?" to "What information, knowledge, or skill do you hope to gain from this Community of Practice?"
- Add "What knowledge or experience do you hope to bring to the Community of Practice?"

We estimate that these additions will increase the estimated response time from 2 to 4 minutes. The Federal cost increased from $1,040 to $1,440. The forms have been updated to reflect these changes.