

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 0970-0401)

TITLE OF INFORMATION COLLECTION: Office of Planning, Research, and Evaluation, Division of Economic Independence Listening Session on Secondary Career Pathways Data

PURPOSE AND USE: This information collection is intended to provide information to the Office of Planning, Research, and Evaluation (OPRE) to inform future data archiving efforts and identify areas of data support needed by users of archived data files under the purview of the Division of Economic Independence (DEI).

The goal of the proposed small discussion group is to gather information from current awardees of the Career Pathways Secondary Data Analysis (CPSDA) grants on their experiences with using archived data and identify areas of improvement to help navigate archived career pathways data in the future. This information will inform the DEI’s next steps in improving data files, data archiving processes, and support for CPSDA awardees and other users of the data.

The data collected and reported by the contractor to ACF will be descriptive in nature and will be used for internal planning purposes. Completion is voluntary.

DESCRIPTION OF RESPONDENTS: Current CPSDA awardees, who are users of the data files archived for secondary analysis.

TYPE OF COLLECTION:

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| ☐ Customer Comment Card/Complaint Form | ☐ Customer Satisfaction Survey |
| ☐ Usability Testing (e.g., Website or Software) | ☒ Small Discussion Group |
| ☐ Focus Group | ☐ Other: _ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The primary purpose of the results is not for public dissemination.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name and affiliation: Liza Rodler, Social Science Research Analyst, Office of Planning, Research, and Evaluation

To assist review, please provide answers to the following questions:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? ☐ Yes ☒ No

2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☒ No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? ☐ Yes ☐ No

Tokens of Appreciation or Honoraria:

Will a token of appreciation or honoraria be provided to participants? ☐ Yes ☒ No

BURDEN HOURS

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Burden Hours
OPRE DEI Career Pathways Data Small Discussion Group	Individuals	20	1	1 hour	20 hours

FEDERAL COST: The total cost for the data collection activities under this current request will be \$300.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

[X] Yes ☐ No

If the answer is yes, please provide a description of both below (or attach the sampling plan). If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them.

The potential group of respondents will consist of key project staff from the 7 current CPSDA award recipients (1-3 staff from each project team). The information will be collected during an in-person listening session with staff from OPRE's Division of Economic Independence, who manage the Career Pathways Research Portfolio and its data archiving activities and the CPSDA grant program. The listening session will be part of the grant recipients' annual in-person collaboration meeting, as required by their cooperative agreement.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - ☐ Web-based or other forms of Social Media
 - ☐ Telephone
 - ☒ In-person
 - ☐ Mail
 - ☐ Other, Explain
2. Will interviewers or facilitators be used? ☒ Yes ☐ No