

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

TITLE OF INFORMATION COLLECTION: National Center on Early Childhood Quality Improvement Feedback Surveys

PURPOSE AND USE: The National Center on Early Childhood Quality Improvement (NCECQA), funded by the Office of Child Care (OCC), offers a variety of technical assistance (TA) opportunities related to Child Care and Development Fund (CCDF). This includes TA on topics such as child care licensing; quality initiatives, including workforce strategies and professional development; financing, family child care, and supply building. To improve our services, NCECQA proposes gathering user feedback on our TA offerings using polls, discussion prompts, and surveys.

This request includes a bank of questions to use for poll, discussion, pre- and post-surveys and other customer feedback surveys for the NCECQA’s training and TA offerings. This includes requesting customer feedback on the following TA and training offerings:

- Universal TA (products and services widely available to states/grantees including resources on websites and webinars),
- Targeted (typically focused on a specific topic and moving from simply an understanding of the topic to an analysis of it with applications to the work),
- Intensive TA (typically one-on-one support for a state/grantee where a TA plan is developed articulating goals/objectives of TA and the TA services that will help meet the objectives), and
- Individualized (TA products and services delivered directly to a state/grantee on a shorter-term basis).

Questions will be selected from the bank of questions and used to request feedback from participants of NCECQA’s TA opportunities. Feedback activities are estimated not to exceed 3 minutes for discussion questions and polls and 5 minutes total for some pre-and post-surveys. NCECQA will select the most appropriate questions from this bank of questions based on the specific technical assistance event.

Data from the surveys will be used internally to help inform continuous quality improvement. Questions will be asked to determine whether NCECQA’s technical assistance and training provides high quality content that fits the needs of states, territories, and Tribes administering the CCDF program. Additionally, questions will help ensure that recipients are increasing their understanding and application of the technical assistance provided. Each data gathering will be voluntary and a low burden for respondents.

DESCRIPTION OF RESPONDENTS: Respondents will include state, territory, and Tribal level staff that work administer CCDF programs and services. This includes, but is not limited to, state administrators, division directors, licensing staff, quality improvement system staff, and professional development staff. There will also be non-governmental organizations, including NCECQA’s partners, that respond to the questions. These respondents are the typical recipients of NCECQA’s training and TA offerings, such as child care resource and referral agency staff, trainers, and child care providers.

TYPE OF COLLECTION:

- Customer Comment Card/Complaint Form
- Usability Testing (e.g., Website or Software)
- Focus Group
- Customer Satisfaction Survey
- Small Discussion 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.

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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

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Burden is estimated for NCECQA’s training and TA opportunities on an ongoing annual basis.

Information Collection	Category of Respondent	No. of Respondents	No. of Responses per Respondent	Estimated Time per Response	Annual Burden Hours
Universal TA surveys, discussion prompts, and polls	State, Local, Tribal Governments, Non-governmental organizations	1000	1	3 min	50
Surveys during targeted TA delivery, including	State, Local, Tribal Governments, Non-governmental organizations	250	1	3 min	12.5

discussion prompts, and polls					
Targeted TA pre- and post - surveys	State, Local, Tribal Governments, Non-governmental organizations	250	2	3 min	25
Surveys during intensive TA delivery, including discussion prompts and polls	State, Local, Tribal Governments, Non-governmental organizations	50	1	3 min	2.5
Intensive TA pre- and post-surveys	State, Local, Tribal Governments, Non-governmental organizations	25	2	5 min	4.2
Individualized TA surveys, including discussion prompts and polls	State, Local, Tribal, Governments, Non-governmental organizations	50	1	3 min	2.5
Individualized TA pre- and post-surveys	State, Local, Tribal Governments, Non-governmental organizations	25	2	5 min	4.2
Annual Totals		1650*			100.9

*NCECQA estimated 1650 individual respondents based on existing technical assistance distribution lists. Respondents could participate in multiple TA offerings or respond to more than one data gathering (e.g., respond to both a poll and a pre-post survey).

FEDERAL COST: The estimated annual cost to the Federal government is \$3,240.

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?
 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 “customer list” will be the potential respondents who voluntarily registered to participate in TA and training.

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

If TA or training is provided in person, rather than virtually, then the discussion prompts, polls, and surveys may be facilitated by NCECQA consultants. NCECQA consultants are experts in the field of early care and education, trained in adult learning principles, and proficient in data collection and analysis.

Please make sure that all instruments, instructions, and scripts are submitted with the request.