

**To:** Jordan Cohen  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** Brett Brown  
Aaron Goldstein  
Office of Planning, Research and Evaluation (OPRE)  
Administration for Children and Families (ACF)

**Date:** March 17, 2022

**Subject:** NonSubstantive Change Request – ACF Privacy and Confidentiality Toolkit Case Studies Generic Information Collection (OMB #0970-0531)

---

This memo requests approval of nonsubstantive changes to the approved generic information collection, ACF Privacy and Confidentiality Toolkit Case Studies. This collection is approved under the umbrella generic: Formative Data Collections for ACF Program Support (OMB #0970-0531).

### ***Background***

The U.S. Department of Health and Human Services' Administration for Children and Families Office of Planning, Research, and Evaluation (OPRE) contracted with Westat, Inc. (Westat) to develop case studies on human service organizations that developed responsible data sharing initiatives with the goal of encouraging other organizations to develop their own initiatives. As part of this work, we plan to ask a small number of organizations to complete a short questionnaire about their initiative to help determine if they are the best candidate for a case study. A draft copy of this questionnaire was approved by OMB on January 6, 2022. Since that time, we further refined what constitutes a good candidate. We are proposing changes to the questionnaire to better target those attributes and generally improve the quality of this questionnaire

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

We have made the following proposed changes to the questionnaire:

- Updates to provide respondents with improved guidance on how to respond.
- Inclusion of a free-text comment option if they want to qualify their answers.
- Addition of three questions to follow-up on information already requested in the approved questionnaire.
- Addition of one question to obtain the respondent's contact information, since the individual asked to complete the questionnaire may forward it to another staff member.

These updates do not change the purpose or use of the information collection and do not impact the current burden estimates. The updated questionnaire is included with this memo.

### ***Time Sensitivities***

At this point, we have identified all participants, and would like to begin fielding the questionnaire as soon as possible.