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Office of Management and Budget (OMB)

From: Maggie Barnard
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Date: August 6, 2025

Subject: Change Request – Support for Trauma-Affected Refugees (STAR) Annual Program Data Points (PDP) Tool and User Guide (OMB #0970-0490)

This memo requests approval of changes to the approved information collection, Support for Trauma-Affected Refugees (STAR) Annual Program Data Points (PDP) Tool and User Guide, approved under the Generic Performance Progress Report (OMB #0970-0490).

Background

The annual STAR PDP Form and companion User Guide was approved on November 4, 2024.

The PDP submission is due at the end of October of each project year. This year, the PDP is due October 30, 2025; therefore, no information has been collected yet.

The PDP Form is a Word document, read-only version of the form that recipients will submit in the Refugee Arrivals Database System (RADS). Due to other priority data forms, the STAR PDP will not be ready in RADS for the October 30, 2025 due date. Therefore, this year STAR recipients will submit their data via encrypted email in a Word document. This request is specific to 2025 reporting; future reporting is expected to occur through RADS.

Sections 1 and 3 of the current STAR PDP are aggregate level data while section 2 is individual level. The quantity of individual-level data is difficult to analyze in Word document form.

Overview of Requested Changes

Section 2 of the STAR PDP form consists of seven questions numbered 7-13. This request is specific to 2025 reporting and is to change section 2 from individual level to aggregate level. The substance of the questions remains the same, but the inputs change from individual submissions to a single, total number for each question. Specifically, the following changes are proposed:

- Questions 7-8 regarding dates of enrollment will be removed because they are only relevant to individual submissions.
- Questions 9-12 (now questions 7-10) changed from “select one” to summing the total.
- Question 13a-c (now question 11a-c) changed from “select one” to summing the total and added a sub-question regarding the average, individual score change.

These changes reduce the estimated time per response for respondents from 15 to 3 hours for

2025. The submission form has been updated to reflect this change.

Note that this change request is specific to 2025 reporting. Upon completion of 2025 reporting and confirmation that the form will be available in RADS for 2026, a follow-on change request will be submitted to revert to the originally approved version, potentially with updates based on experiences with 2025 reporting and related respondent feedback.

Time Sensitivities

The form is due October 30, 2025; however, recipients have started compiling their data. Informing recipients of the change as soon as possible is critical so they have time to pivot their data collection methods.