

To: Kelsi Feltz
Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Surina Amin
Office on Child Abuse and Neglect
Administration for Children and Families (ACF)

Date: May 21, 2025

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

Background

The NCSACW Site Visit 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, site visit questions), additions to the registration form are suggested.

Overview of Requested Changes

Requested change to National Center on Substance Abuse and Child Welfare Site Visit Registration Information Collection

- Revise “State/Province” to “State/Province/City/County”
- Add “Do you work for a tribe or tribal coalition?”
 - Add “If yes, what tribe or tribal coalition?”
- Add “Grantee or Recipient Name”
- Add “System”
- Revise “Do you have questions related to the site visit?” to “What questions do you have related to the site visit?”
- Add “I will be in-person or virtually (select)”

We estimate that these additions will increase the estimated response time from 4 to 5 minutes. The Federal cost increased from \$1,035 to \$1,335. The forms have been updated to reflect these changes.