

Request for Approval under the “Administration for Children and Families Generic for Information Collections Related to Gatherings” **(OMB Control Number: 0970-0617)**

TITLE OF INFORMATION COLLECTION: *Children’s Bureau’s National Child Welfare Center for Innovation and Advancement, Non-Public Event Registration*

PURPOSE: The National Child Welfare Center for Innovation and Advancement (NCWCIA) is a national data-driven assistance provider and a service of the Children’s Bureau (CB). NCWCIA plans to host multiple nonpublic gatherings, predominantly meetings and webinars, that will require prior registration for our Peer Innovation and Insight Networking Groups (PIING) and Universal Information and Insight Resources (UIIR).

The *Non-Public Event Registration* form will be tailored to each nonpublic gathering to include the name, date, and description of the gathering. Individuals will receive an email with a link to the registration form four weeks before the event based on their prior requests to be subscribed to an NCWCIA service or request to become a member of a PIING. Data collected through this form will be used to plan for the gathering and ensure interested individuals receive the appropriate resources, including any pre- or post-resources and the link to join the gathering.

This is a request for approval by the Office Management and Budget (OMB), under the Federal Paperwork Reduction Act of 1995, for data collection activities authorized under the Administration for Children and Families’ generic OMB clearance # 0970-0617. Information collection activities include gatherings, such as nonpublic meetings and webinars.

DESCRIPTION OF RESPONDENTS: Potential respondents are derived from existing NCWCIA subscription profiles or NCWCIA PIING membership lists. Completing the *event registration* form is voluntary for all audiences.

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 information collected is not intended to be disseminated to the public^[1].
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: Beth Claxon, Child Welfare Program Specialist, ACF Administration on Children, Youth, and Families (ACYF), Children’s Bureau

^[1] The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an ACF website or included in a printed or online program for the activity or subsequent publication describing the activity.

To assist review, please provide the following information:

BURDEN HOURS

The proposed registration questions would be distributed for approximately 80 PIING events per year and up to 4 National calls. The estimated number of respondents is annual.

Instrument Title	Category of Respondent	Annual No. of Respondents	Participation Time	Annual Burden
Instrument1_Non Public Event Registration	Individuals	6,475	.05 hours	323.75

FEDERAL COST: The estimated annual cost to the Federal government is \$6,246.75.

TYPE OF COLLECTION:

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: Registration services provided by the platform to be used for the gathering, such as Zoom or Salesforce.

Submitted with Request:

1. Instrument1_Non Public Event Registration