

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: Evaluation Surveys for the National Center on Early Childhood Development, Teaching, and Learning's Practice-Based Coaching Training and Technical Assistance Learning Community

PURPOSE: The proposed information collection will be administered to participants in the Practice-Based Coaching Training and Technical Assistance (PBC TTA) Learning Community provided by the National Center on Early Childhood Development, Teaching, and Learning (NCECDTL). The surveys will collect participant feedback to support the continuous improvement of the PBC TTA Learning Community and assess participants' progress throughout the learning experience.

The information collection will serve as the primary source of systematically collected participant feedback on the PBC TTA Learning Community. The surveys will collect information about participants' current coaching implementation context, knowledge and confidence related to Practice-Based Coaching, ability to support recipients' implementation of coaching, experiences applying learning between sessions, implementation supports and barriers, and progress toward a shared Wildly Important Goal (WIG).

The information collection includes a pre-evaluation survey, brief session pulse checks, and a post-evaluation survey. All surveys are included in Attachment A. Attachment B is a supplementary document that contains information about the learning objectives referenced in the surveys.

- The **pre-evaluation survey** will assess participants' starting context, including the coaching structures and supports available within their service areas, the current stage of coaching implementation among the recipients they support, participants' knowledge and confidence related to the Learning Community objectives, and areas in which participants would like to strengthen their practice.
- **Session pulse checks** will be administered during the Learning Community to assess participants' application of content between sessions, preparedness to apply new learning, factors that may affect implementation, progress toward the WIG, and support needs. The pulse checks will also provide participants with an opportunity to identify strategies, ideas, or reflections that they may apply in their work.
- The **post-evaluation survey** will assess participants' perceived changes in knowledge, confidence, and ability to support recipients in implementing coaching consistently and with fidelity. It will also assess the influence of the Learning Community on participants' practices, decision-making, problem-solving, and ability to identify opportunities for strengthening coaching-related practices, processes, and procedures. Participants will report progress toward the WIG, actions taken as a result of participation, and supports needed to continue implementation.

Responses will be used to assess participant experiences, monitor progress toward Learning Community objectives and the shared WIG, identify implementation barriers and support needs,

and inform refinements to the design and delivery of future PBC TTA activities. Responses will not be used for individual performance evaluation.

DESCRIPTION OF RESPONDENTS: The surveys will be administered to Regional Training and Technical Assistance Specialists participating in the PBC TTA Learning Community. Participants provide training and technical assistance related to the implementation of Practice-Based Coaching and other coaching-related systems and practices.

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 public¹.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: Sarah Merrill, Infant Toddler Program Specialist
Office of Head Start, Administration for Children and Families

To assist review, please provide the following information:

BURDEN HOURS

Administration Timeframe for Collection

- **Pre-Survey:** Administered once to each participant, approximately 2–3 days before the first session.
- **Pulse Checks:** Administered to each participant after each session, except the final session. Each pulse check will be sent on the day of the session or the following day.
- **Post-Survey:** Administered once to each participant in a cohort or learning community, approximately 2–3 days after the final session.

The burden estimates reflect one complete participation cycle for each respondent: one pre-survey, up to five pulse checks, and one post-survey. The table presents the total estimated burden across all anticipated participants for the nine-month collection period. The table presents the total estimated burden across all anticipated participants. This is not a recurring annual collection.

Instrument Title	Category of Respondent	No. of Respondents	No. of Responses per	Participation Time	Burden
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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.

			Respondent		
Pre-Survey	Participants in PBC TTA Learning Community	40	1	9 minutes	6 hours
Pulse Checks	Participants in PBC TTA Learning Community	40	6	5 minutes	20 hours
Post-Survey	Participants in PBC TTA Learning Community	40	1	7 minutes	5 hours
Total					31 hours

FEDERAL COST: The estimated annual cost to the Federal government is **\$5,850**

Federal costs associated with this data collection include staff time for survey administration, data collection and management, analysis, and reporting. Over the nine-month project period, one Research Manager and one Research Analyst are expected to spend approximately 1–2 hours per week on these activities. For purposes of this estimate, this level of effort is calculated at 5% of each role’s time. Using the fully loaded personnel costs for both roles, the total estimated federal cost is **\$5,850**.

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

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