

**Needs and Opportunities Assessment for Children's Interagency Coordinating Council:
Stakeholder Perspectives on Child Poverty and Well-Being**

Qualitative Data Collection

ASPE Generic Information Collection Request
OMB Control Number 0990-0421, Expires 2/28/2027

Supporting Statement – Section B

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Program Official/Project Officer

Lisa Trivits
Social Science Analyst
U.S. Department of Health and Human Services
Office of the Assistant Secretary for Planning and Evaluation
200 Independence Avenue SW, Washington DC 20201
(202) 205-9256
Lisa.Trivits@hhs.gov

Section B – Data Collection Procedures

1. Respondent Universe and Sampling Methods

This is an exploratory project that utilizes qualitative methods to gather diverse perspectives from various groups of stakeholders who have experience addressing child poverty and well-being issues or parents and young people who have experienced poverty. This work is exploratory in nature. The key limitation of this project is that the findings from qualitative data collection may not be representative of the experiences of the entire population who oversee anti-poverty programs or those with lived experience of poverty and those programs. Information gathered via focus groups will inform our understanding of the needs and opportunities identified by those who serve children and families experiencing poverty as well as the children and families served.

Up to 240 individuals will participate in up to 30 virtual focus groups. Participants will include representatives from state/local/territory/Tribal departments and agencies, and practitioners/service providers, as well as parents/caregivers and youth (18-24 years) who have experienced poverty. We are aiming to recruit up to 80 representatives from multiple departments/agencies (e.g., Departments of Revenue and Human Services, Child Protective Services) across 3-4 states, 1 territory, and 1 Tribe to participate in up to 10 focus groups. States, territories, and Tribes will be purposively sampled according to their child poverty rate, with the goal of recruiting representatives of states with low and high child poverty rates, as well as variation in representation across geography, political orientation, and other sociodemographic demographics. Key informant interviews or small group interviews may be considered in lieu of focus groups for territories and/or Tribes where scheduling may be challenging. The protocols and questions would remain unchanged. Up to 80 practitioners/service providers who directly serve children and families will be recruited to participate in 10 focus groups, with the goal of regional representation as well as representation of providers who provide services through various social safety net programs. Up to 80 parents/caregivers and youth who have recently experienced poverty (in the last three years) will be recruited to participate in up to 10 focus groups (40 parents/caregivers and 40 youth ages 18-24 years).

The contractor has three key recruitment strategies: 1) leveraging contractor and federal CICC networks to identify representatives for states, localities, territories, and Tribes, 2) leveraging ASPE's and the contractor's network of lived experts who have experienced poverty, and 3) reaching out to community organizations serving youth who have experienced poverty. Recruitment materials include emails and frequently asked questions (FAQ) documents describing the goals and methods of focus groups.

We will obtain written consent for all participants in advance of conducting focus groups and obtain verbal consent to record over Zoom.

2. Procedures for the Collection of Information

Focus Group Discussions. The contractor will recruit and conduct up to 30 focus groups with up to 8 participants in each group from January 2025 to May 2025. The focus group

discussions will be semi-structured, using a discussion guide. Participants will also receive a background resource in advance that briefly summarizes what the CICC is and the kinds of federal, executive, and multi-agency actions it can recommend (Attachment E). Discussion will be encouraged through probing questions as needed. In the event that scheduling proves difficult for the focus groups with Tribes and territories, the discussions may be conducted via individual or small group interviews instead. Zoom video recordings of focus groups will be sent for transcription to Rev as they are completed, in addition to notes being taken during the focus groups by the contractor. Rev provides transcription services that include converting audio or video recordings into written text. The use of Rev ensures that detailed and accurate records of the discussions are maintained, facilitating subsequent analysis. The transcriptions will then be used alongside the notes taken by the contractor during the focus groups to provide a comprehensive overview of the discussions.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Focus groups will be conducted virtually and at times that accommodate work schedules. Virtual focus groups facilitate participation and reduce costs to participants related to transportation. Parent/caregiver and youth participants will receive an incentive of \$50 for their participation as well as an additional \$25 to compensate for child care or other care responsibilities costs and/or lost wages during their participation. The total compensation of \$75 will be distributed via a virtual debit card in the Tango portal for participation in 90-minute focus groups. As noted, this compensation is intended to help offset possible lost wages as well as to recognize their time and effort in participating in the study. Participants' names will be tracked for incentive redemption in the Tango portal that will only be accessible by the contractor staff managing distribution of incentives. The Tango portal is a platform used to manage the distribution of incentives to study participants. Participants redeem their incentive using a link provided by the contractor and participant names are tracked for incentive redemption purposes only. Accessible only by the contractor staff responsible for managing the incentives, the Tango portal facilitates an organized and secure method of compensation.

This is considered a convenience sample. Therefore, non-response will not introduce bias since it is not considered representative of a population.

4. Test of Procedures or Methods to be Undertaken

Focus groups will be co-facilitated by two staff members from the contractor's team using a semi-structured discussion guide. Staff have deep experience conducting focus groups with diverse populations.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

AIR and ASPE created the focus group semi-structured discussion guide and made edits based on the review of two CICC expert consultants who have direct, lived experience with poverty. These guides represent our project team's interests and concerns regarding children and families.

experiencing poverty. AIR staff have extensive experience conducting focus group data collection. Data collection will be led by AIR's Gislene Tasayco, an expert in conducting focus group data collection. She will be supported by multiple AIR staff who have been trained in qualitative data collection and analysis.

LIST OF ATTACHMENTS

Note: Attachments are included as separate files as instructed.

- Attachment A: Focus Group Semi-Structured Discussion Guide Protocol
- Attachment B: Recruitment Emails
- Attachment C: Recruitment Flyers
- Attachment D: Participant Consent Forms
- Attachment E: Background Resource: Identifying Federal CICC Levers