Request for approval under the clearance of the "Generic Performance Progress Report" OMB control Number: 0970-0490

TITLE OF INFORMATION COLLECTION: Support for Trauma-Affected Refugees (STAR) Annual Program Data Points (PDP) Tool and User Guide

PURPOSE: The goal of the Office of Refugee Resettlement's (ORR) Support for Trauma-Affected Refugees (STAR) program is the sustained psychosocial well-being of ORR-eligible clients whose experience of trauma is impeding their ability to function effectively at home, school, work and/or in social settings. Consistent with ORR's other refugee mental health programs, to measure whether the STAR program is achieving this goal, each STAR grant recipient must submit program-level data annually, one month after the end of each project period. This request is for the STAR program Annual Program Data Points (PDP) tool and user guide to fulfill this requirement.

The PDP tool is the same template as ORR's currently approved[1] Survivors of Torture and Service for Afghan Survivors Impacted by Combat programs with minor adjustments including the type of assessment tool and number of questions. The PDP is a metrics, non-narrative form that collects basic program performance data including but not limited to number of clients served, demographic information (non-PII), and organizational capacity initiatives along with services received and client's psychosocially measured outcomes. In 2025, the PDP will be submitted via secure email until the Refugee Arrivals Data System (RADS) form is built. Given the uniform reporting format across recipients, ORR aggregates data at the national/program level to calculate outputs and outcomes and present longitudinal analysis, including comparative analyses across grantees and/or regions. The STAR User Guide and the STAR Safety & Wellness Benchmarks Manual are companion documents that detail how to complete the PDP form and administer the adapted Safety & Wellness Benchmarks, respectively, to ensure consistent data entry across sites.

The data collected aligns with the overarching generic program specific activities, which specifically states that ACF will collect the information for:

- demonstrating program successes and challenges,
- program management and oversight for identifying technical assistance needs and ensuring compliance, as needed,
- identifying additional needs for program guidance
- development or updates to support for recipients
- making informed refinements to programs
- ensure recipients comply with program planning and design requirements

DESCRIPTION OF RESPONDENTS: 28 STAR recipients (public non-profit agencies).

CERTIFICATION:

I certify the following to be true:

1. The collection is in compliance with U.S. Health and Human Services (HHS) regulations.
2. The collection is non-controversial and does <u>not</u> raise issues of concern to other federal agencies.

[1] OMB No. 0970-0490 and 0970-0599

3. Information gathered is meant primarily for program improvement and accountability.

Name and Title: _Margaret Barnard, Refugee Mental Health Program Specialist

To assist Office of Management and Budget (OMB) review of your request, please provide answers to the following question:

PERSONALLY IDENTIFIABLE INFORMATION:

1. Is personally identifiable information (PII) collected? [ ] Yes [X] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [ ] Yes [ ] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

BURDEN HOURS

Information Collection Title	Category of Respondent	No. of Respondents	No. of Responses per Respondent (Annual)	Burden per Response (hours)	Annual Burden Hours
STAR Program Performance Data Point Tool (PDP)	Public and private non-profits	28	1	3	84

FEDERAL COST: The estimated annual cost to the federal government is $6,785.60.

The cost to the Federal Government was calculated using the hourly rates for General Schedule 13 positions which is $42.41 per the Office of Personnel Management (OPM) 2024 General Schedule Locality Pay Tables. To account for fringe benefits and overhead the rate was multiplied by two which is $84.82. The estimate of annualized cost to the Federal Government is $84.82 times 80 hours or $6,785.60.

TYPE OF COLLECTION:

How will you collect the information? (Check all that apply)

[] Web-based
[X] Email
[ ] Paper mail
[ ] Other, Explain

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