Formative Data Collections for Administration for Children and Families (ACF) Program Support

OMB Information Collection Request
0970 - 0531

Supporting Statement

Part B

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B1. Respondent Universe and Sampling Methods

Given the nature of the information collection activities under this request, the universe and respondent selection varies considerably. However, for the most part, information collections undertaken as part of this clearance will involve purposive samples with respondents selected either to cover a broad range of groups or to include specific characteristics related to the topic of the study. Respondents could include current or prospective service providers, training or technical assistance (T/TA) providers, grant recipients, contractors, current and potential participants in ACF programs or similar comparison groups, experts in fields pertaining to ACF programs, key groups involved in ACF projects and programs, individuals engaged in program re-design or demonstration development for evaluation, state or local government officials, or others involved in or prospectively involved in ACF programs whose engagement could directly inform the improvement of ACF programs.

Individual generic information collections (GenICs) will provide ACF with an understanding of potential for improvements for program or grantee processes. The primary use of the information collected is to inform ACF decision-making and program support. As such, ACF does not, at this time, anticipate undertaking a statistically sophisticated strategy for respondent selection. A description of the plans for selecting respondents will be provided to OMB as part of each individual GenIC request. If no statistical methods and analyses are planned or appropriate for the type of collection (ex. informing T/TA), only a Supporting Statement A will be included with an individual request.

B2. Procedures for Collection of Information

Under this clearance, ACF will use a variety of methodological approaches. The exact data collection methods and the samples for each GenIC will depend on the project. The particular samples will vary based on the content of the discussion and the programs or policies of interest.

Each GenIC request will provide specific information about data collection procedures for the individual information collection. We expect these formative studies will collect data using methodologies such as:

- Semi-structured discussions or conference calls
- Focus groups
- Telephone or in-person interviews
- Questionnaires/Surveys
- Templates
- Open-ended requests
- Direct observation
- Document analysis

B3. Methods to Maximize Response Rates and Deal with Nonresponse

Expected Response Rates

Expected response rates will vary for individual information collection requests. Information about expected response rates will be provided with each GenIC request.

Maximizing Response Rates and Dealing with Nonresponse

In general, callbacks will be used to maximize response rates for telephone surveys and interviews; reminder phone calls, letters, emails and/or second questionnaires are some methods that will be used to maximize response rates in mail and web-based surveys. Reminder phone calls, letters, and/or emails to participants are some methods that will be used to encourage them to keep their appointments. Each GenIC request will provide specific information about methods to maximize response rates and deal with nonresponse.

B4. Tests of Procedures or Methods to be Undertaken

When necessary, potential instruments will be pre-tested with 9 or fewer individuals. Results from these pre-tests will be incorporated into any final instruments prior to submission to OMB. If, based on experiences during data collection, we identify necessary changes to procedures or methods, we will submit a change request with all updated materials to OMB for review. When applicable, specific information about any pre-testing will be included in GenIC requests.

B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

Advice on statistical aspects of each individual data collection will be sought, as appropriate, as the data collection is developed. Depending on the nature of the collection, ACF staff and contractors will have responsibility for data collection and analysis. Additional information about consultation and contact information will be provided to OMB within each Gen IC justification package.