# Child Care and Development Fund (CCDF) 101: CCDF Fundamentals Pre/Post Self-Assessment

**Formative Data Collections for Program Support**

**0970 – 0531**

# Supporting Statement

# Part A - Justification

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## A1. Necessity for the Data Collection

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval for the collection of pre and post self-assessment data from new Tribal Child Care and Development Fund (CCDF) administrators participating in the Tribal Child Care Capacity Building Center's (TCBC) CCDF 101: CCDF Fundamentals training.

### *Background*

The Office of Child Care (OCC) administers CCDF, also referred to as the Child Care and Development Block Grant (CCDBG). CCDF is a $9B block grant to state, territory, and tribal governments. Funds are used by Tribal CCDF Lead Agencies to provide financial assistance to help families with low incomes afford child care for children from birth to age 13, run tribally-operated child care programs, and to improve the quality of child care to promote children's healthy development and learning by supporting child care licensing, quality improvement systems to help programs meet higher standards, and training and education for childcare workers.

The goal of TCBC is to help Tribal CCDF grantees implement and administer their programs, increase the quality, affordability, and availability of child care in Tribal communities, and meet the mandated requirements of the CCDBG Act of 2014 and related regulation. TCBC develops universal, targeted, and intensive training and technical assistance (TA) approaches that address the adoption and implementation of best practices in early care and education programs and systems/infrastructure building for children from birth through age 12 in Tribal communities.

The CCDF 101: CCDF Fundamentals training is one such approach targeted to new Tribal CCDF Administrators. Each year, roughly 1/3 of Tribal Lead Agencies have a new administrator. This request is for the New Administrators' Training Cohort Self-Assessment Tool. The information collected through this tool is necessary both to allow new administrators to assess growth over the course of the training and also to help TCBC understand the how the CCDF 101 training has influenced nurturing leadership capabilities and management skills in new CCDF administrators over the course of each six-month training cohort.

### *Legal or Administrative Requirements that Necessitate the Collection*

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

## A2. Purpose of Survey and Data Collection Procedures

### *Overview of Purpose and Use*

As noted above, OCC provides Tribal CCDF grantees with training and TA through TCBC. TCBC provides TA through several different activities: universal TA such as national meetings and resources; targeted TA such as peer learning groups; and intensive TA such as site visits. To ensure these activities meet the needs of grantees, OCC collects feedback from participants in TCBC T/TA activities. Feedback collected is used internally as a component of TCBC's

continuous quality improvement efforts, and is used to improve the content of and dissemination approaches for TA activities.

This current request is to request information on TA participants' self-assessment of their capabilities and skills to lead, manage, and implement their CCDF programs, both before participation in the CCDF 101 training series and after completing the series. The pre-training self-assessment data will inform the content and focus of the training series. The post-training self-assessment data will be used for continuous quality improvement of the training.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Delivery of TA and/or workflows related to supporting new Tribal CCDF administrators.
- Planning for provision of programmatic or evaluation-related TA.
- Obtaining feedback about processes and/or practices to inform ACF program development or support.

***Processes for Information Collection***

Participants in each CCDF 101: CCDF Fundamentals training cohort will be asked to complete an electronic survey at the beginning of the training series and also at the conclusion of the trainings. Participants will be informed that completing the survey is voluntary. A link to the electronic survey will be shared during virtual training sessions and will be provided again in follow-up emails to cohort participants. The results will be kept in TCBC's private SurveyMonkey account.

## A3. Improved Information Technology to Reduce Burden

The self-assessment will be in the form of an electronic survey. Participants will receive a link to the electronic survey during virtual training sessions as well as in a follow-up reminder email. Participants will complete and submit the survey electronically.

## A4. Efforts to Identify Duplication

The CCDF 101: CCDF Fundamentals training sessions and accompanying pre and post self-assessments are unique to TCBC, which is the exclusive provider of this TA to Tribal CCDF grantees. The information does not exist elsewhere.

## A5. Involvement of Small Organizations

No small businesses will be involved with this information collection.

## A6. Consequences of Less Frequent Data Collection

Data will be collected once prior to the start of the training, and once at the conclusion of the training. Collecting less frequently would not allow for assessing the impact of the training on management skills for new administrators.

## A7. Special Circumstances

There are no special circumstances for the proposed data collection efforts.

## A8. Federal Register Notice and Consultation

### *Federal Register Notice and Comments*

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection request to extend approval of the umbrella generic with minor changes. The notice was published on January 28, 2022, (87 FR 4603), and provided a sixty-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a thirty-day period for public comment, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

### *Consultation with Outside Experts*

No consultations have taken place with experts outside of the project team.

## A9. Tokens of Appreciation for Respondents

No tokens of appreciation for respondents are proposed for this information collection.

## A10. Privacy of Respondents

Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private to the extent permitted by law.

The New Administrators' Training Cohort Self-Assessment Tool collects the names of the individuals completing the tool. This allows TCBC to connect self-assessment data collected prior to the training with self-assessment data collected after the training in order to measure individual progress and changes in new administrators' leadership capabilities and management skills after the training, in comparison to prior to the training. Information will not be maintained in a paper or electronic system from which data are actually or directly retrieved by

an individuals' personal identifier.

## A11. Sensitive Questions

There are no sensitive questions in this data collection.

## A12. Estimation of Information Collection Burden

### *Burden Estimates*

The estimated number of respondents was based on the number of new administrators who have participated in this training in recent years. Burden to respondents was estimated based on previously administered surveys to similar audiences for similar purposes.

### *Cost Estimates*

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Education and Childcare Administrators, Preschool and Daycare [11-9031] and wage data from May 2021, which is $25.87 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is $51.74. Source: https://www.bls.gov/oes/current/oes_stru.htm

| Instrument | Total Number of Respondents | Total Number of Responses Per Respondent | Average Burden Hours Per Response | Total Burden Hours | Average Hourly Wage | Total Annual Cost |
|---|---|---|---|---|---|---|
| CCDF 101: CCDF Fundamentals Pre/Post Self-Assessment | 50 | 2 | 0.33 | 33 | $51.74 | $1,707.42 |
| Total Burden and Cost Estimates: | | | | 75 | $51.74 | $3,880.50 |

## A13. Cost Burden to Respondents or Record Keepers

There are no additional costs to respondents.

## A14. Estimate of Cost to the Federal Government

The total cost for the data collection activities under this current request will be $1,600.

## A15. Change in Burden

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

**A16. Plan and Time Schedule for Information Collection, Tabulation and Publication**

Information will be collected at the beginning and end of each six-month training cohort. New training cohorts start on a rolling basis throughout the year, depending on need (i.e., turnover in the Tribal CCDF Administrator position). Results will be tabulated immediately upon submission and used by TCBC solely for continuous quality improvement activities to inform technical assistance strategies. No publications are planned.

**A17. Reasons Not to Display OMB Expiration Date**

All instruments will display the expiration date for OMB approval.

**A18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information collection.

**Attachments**

Instrument: CCDF 101: CCDF Fundamentals Pre/Post Self-Assessment