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

Formative Data Collections for Program Support

0970 - 0531

Supporting Statement

Part B

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Administration for Children and Families
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Overview of Study Objectives

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 to be provided by 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. The New Administrators' Training Cohort Self-Assessment Tool highlights a key component of the New Administrators' cohort experience: management systems. This tool was designed to provide New Administrators with a way to reflect upon these components and assess growth over the course of the cohort.

1. Respondent Universe and Sampling Methods

Target Population

The target population will be Tribal CCDF Administrators participating in Tribal Child Care Capacity Building Center's CCDF 101: CCDF Fundamentals training series. Participants of the CCDF 101: CCDF Fundamentals 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.

Sampling

No sampling will be conducted.

Appropriateness of Study Design and Methods for Planned Uses

This information is not intended to be used as the principal basis for public policy decisions and is not expected to meet the threshold of influential or highly influential scientific information. Assessing aptitude with the specific management skills that are the focus of the training both before and after the training enables OCC and TCBC to understand how the CCDF 101 training has influenced those skills in new CCDF administrators over the course of each six-month training cohort.

2. Procedures for Collection of Information

Data Collection Processes

Participants of the Tribal Child Care Capacity Building Center's CCDF 101: CCDF Fundamentals training 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 the Tribal Child Care Capacity Building Center's private SurveyMonkey account.

Data Handling

The survey will be housed in the Tribal Child Care Capacity Building Center's private SurveyMonkey account. Only two Tribal Child Care Capacity Building Center staff

persons have access to this account. The survey contents will not be edited once submitted. Participants will submit their responses electronically.

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.

Data Analysis

Approximately 10 days after sharing the "post" survey link with participants, a member of the TCBC team will generate summary reports of both "pre" and "post" surveys directly from SurveyMonkey. A TCBC team member will aggregate the data to assess growth of the cohort overall, but individual responses will remain private. The summary reports will not include any personally identifiable information.

Data Use

The survey results will be used for the following activities:

- Internally as part of TCBC's continuous quality improvement efforts.
- Integrated into technical assistance planning.
- Embedded in charts and infographics for reporting and presentations.
- Shared with the Office of Child Care as part of monthly and annual reporting.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Response Rates

The survey responses are not designed to produce statistically generalizable findings and participation is wholly at the respondent's discretion. Response rates will not be calculated or reported.

NonResponse

As participants will not be randomly sampled and findings are not intended to be representative, non-response bias will not be calculated. Descriptions of respondents will be documented and reported in written materials associated with the data collection.

4. Test of Procedures or Methods to be Taken

Development of Data Collection Instruments

The TCBC team drafted fourteen unique questions that correlate with the objectives of the CCDF 101: CCDF Fundamentals training series. The survey went through several steps for approval within the TCBC team.

TCBC has successfully utilized SurveyMonkey for data collection for several years.

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

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Attachments

CCDF Fundamentals New Administrators' Self-Assessment Tool