The National Child Welfare Center for Innovation and Advancement Subscription Form

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

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Part A

Executive Summary

- **Type of Request:** This change request is to update approved materials to reflect a change in contract provider for technical assistance for the following information collection approved under this umbrella generic: *Center for States GovDelivery Subscription Form*.
- **Progress to Date:** OMB approved the subscription form in December 2023 and the Children's Bureau's contractor to provide technical assistance has been using the form since approval. The prior provider, the Center for the States closed on September 29, 2024 The National Child Welfare Center for Innovation and Advancement (NCWCIA) began on August 30, 2024 and wishes to collect information using the subscription form (Instrument 1) to provide information to child welfare agencies regarding data-driven assistance offerings.
- **Timeline:** CB requests approval of these updates prior to ACF submitting an extension request to the umbrella generic. This request will be included in that extension request, as well.
- **Summary of Changes Requested:** CB is requesting approval for proposed changes to the previously approved Supporting Statement A and subscription form (Instrument 1). The purpose of the proposed revisions is to reflect the current CB center supporting child welfare agencies.
- **Time Sensitivity:** CB requests approval of the changes as soon as possible, to allow ACF to submit the full extension request well before September 2025.

A1. Necessity for the Data Collection

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) proposes to continue to collect subscription information from users of the Children's Bureau's (CB) current technical assistance provider National Child Welfare Center for Innovation and Advancement (NCWCIA). NCWCIA is a national data-driven assistance provider and a service of the CB. The information requested is necessary to ensure users receive relevant information from NCWCIA. The current change request is to update approved materials to reflect a change in provider from "the Center" to NCWCIA.

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

NCWCIA will use a subscription profile form developed under the Center for States where subscribers can enter in information related to themselves and their work in child welfare to receive relevant subscriptions, resources and messaging. By providing the information on the subscription form, subscribers are able to receive resources that are more targeted to their needs. Data collected through this form will contribute to NCWCIA's continuous quality improvement efforts related to dissemination and outreach.

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

- Delivery of targeted data-driven assistance
- Refinement of program processes
- Development and refinement of communication systems.

Processes for Information Collection

Potential respondents are derived from existing subscribers and new subscribers. For the existing subscribers, participants are able to update their responses at any time. New subscribers will be recruited through outreach on NCWCIA's website and e-mail and social media campaigns directed at organizations that include potential target audiences, and events designed for child welfare audiences. Completing the subscription information is voluntary for all audiences.

A3. Improved Information Technology to Reduce Burden

Information will be requested and collected electronically.

A4. Efforts to Identify Duplication

This information is specific to NCWCIA and is not available elsewhere.

A5. Involvement of Small Organizations

This collection does not impact small organizations.

A6. Consequences of Less Frequent Data Collection

This is a voluntary collection and can be completed as needed by subscribers to update information and refine the outreach and dissemination efforts they receive to be aligned with their needs. Less frequent collection would not allow NCWCIA to meet the needs of its users.

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.

This individual generic will be submitted as part of an extension request for the umbrella generic. The first notice and comment period is currently ongoing (90 FR 17603) and the second comment period will occur concurrently with submission to OMB. To date, ACF has not received any comments in response to the initial comment period.

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

Respondents are asked for an email address to allow them to sign up to receive relevant information, as requested. Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data and that their participation is voluntary.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

Burden Estimates

Potential respondents include state and local governments, service providers, and legal and judicial staff. This includes existing and new NCWCIA subscribers. An estimate of the **annual** response burden is outlined in the following table.

Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social Workers [21-1020] and mean wage data from May 2024, which is $32.23 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is $64.46.

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
Center for States Gov Delivery Subscription form	2000	1	.05	100	$64.46	$6,446.00

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 $6,665.00.

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

Subscription information will be submitted as needed by users and NCWCIA will use the information on a rolling basis to ensure outreach is targeted appropriately.

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.