Child Welfare Information Gateway Gov Delivery Subscription Profile Form

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

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Submitted By:
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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 to collect subscription information from users of the Children's Bureau's (CB) Child Welfare Information Gateway (CWIG). CWIG is a national information clearinghouse and service of the CB. The information requested is necessary to ensure users receive relevant information from CWIG.

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

CWIG developed the subscription profile form where subscribers can enter in information related to themselves and their work in child welfare to receive relevant subscriptions and messaging from CWIG. By providing the information on the subscription profile, subscribers are able to receive resources that are more targeted to their needs.

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 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, an annual outreach will be conducted to encourage them to complete or update profile responses once a year. New subscribers will be recruited through outreach on the CWIG's website, e-mail and social media campaigns directed at organizations that include potential target audiences, and events designed for child welfare audiences. The profile form will be offered to new subscribers after they select the subscription items. Completing the subscription profile is voluntary for all subscribers.

A3. Improved Information Technology to Reduce Burden

Information will be requested and collected electronically.

A4. Efforts to Identify Duplication

This information is specific to CWIG 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. Less frequent collection would not allow CWIG 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.

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 be signed up to received 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 CWIG 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 [Job Code 21-1020] and wage data from May 2022, which is $28.58 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is $ 57.16.

https://www.bls.gov/oes/current/oes_stru.htm

Instrument	Annual Number of Respondents	Number of Responses Per Respondent	Average Burden Hours Per Response	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Gov Delivery Subscription Form	1,000	1	.05	50	$57.16	$2,858.00

A13. Cost Burden to Respondents or Record Keepers

There are no additional costs to respondents.

A14. Estimate of Cost to the Federal Government

The annual cost for the data collection activities under this current request will be $727.36.

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 CWIG 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.