Tribal Home Visiting May 2026 Theme Call Discussion Questions

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

April 2026

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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 information from Tribal Maternal, Infant, and Early Childhood Home Visiting (Tribal MIECHV) grant recipients (GR) participating in May monthly calls about their caseload experiences, including successes and challenges in meeting their caseload goals identified in their implementation plans.

Background

The Tribal MIECHV program supports the delivery of culturally relevant, evidence-based home visiting services to American Indian and Alaska Native families. During the February 2026 GR performance calls, a common theme among Tribal MIECHV grant recipients was increasing the number of families served and meeting caseload targets. This was supported by grant performance data and annual reports, which indicate that many recipients are currently serving fewer families than intended.

The purpose of the May 2026 monthly theme call is to build on our existing ACF understanding from data review and root cause analysis to better understand GR experiences, successes, and challenges in meeting their caseload goals as identified in their implementation plan. This will inform a data-driven technical assistance (TA) strategy around increasing caseloads, including how to best use the Continuous Quality Improvement Collaborative (CQIC) opportunity starting in June 2026.

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

The purpose of this information collection effort is to inform TA and guide the development of effective support strategies to address Tribal MIECHV caseload management needs identified by GRs. This effort will support the alignment of TA with GR needs to ensure that assistance is relevant, timely, and responsive, and will strengthen TA capacity by identifying areas where additional training, tools, and resources may be warranted.

Additionally, this effort is intended to support planning, goal setting, and CQI at the GR level, as well as promote consistency in the application of best practices in caseload management across GRs.

Information gathered through this data collection activity may be shared in a variety of formats, including TA and CQI plans, presentations, infographics, project reports, and other relevant materials. These resources may be disseminated to federal leadership, GRs, and contracted TA

providers to support collaboration, inform decision-making, and strengthen effective support practices.

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 related to program implementation and grant recipient processes.
- Obtaining feedback about processes and/or practices to inform ACF program development or support.

Processes for Information Collection

The information collection process consists of a one-time guided inquiry conducted during an existing monthly GR call to minimize additional burden on participants. The discussion is guided by a set of suggested questions designed to promote reflection and deeper exploration.

Discussion questions focus on six primary areas: (1) assessing caseload confidence in meeting caseload capacity levels; (2) understanding how GRs approach caseload management and the factors that impact their capacity; (3) identifying strengths and what is working; (4) exploring challenges; (5) defining and measuring progress; and (6) identifying a priority area to focus on. Each area includes one primary discussion question along with several sub-questions that serve as guided follow-ups, depending on the GR responses.

Calls are held with staff from individual GRs and are facilitated by Federal Project Officers (FPOs), in collaboration with contracted data and implementation TA specialists, who support the discussion and ensure key topics are addressed. Calls usually include about 3 GR staff. The inquiry is conducted as a facilitated, conversation-based discussion rather than a structured interview. This approach is intended to foster a respectful and supportive environment in which GRs can openly share their experiences and perspectives.

Facilitators will use the questions as a flexible guide rather than a script, allowing the discussion to flow naturally and adapting to participants' priorities and responses. Question categories will be asked according to the level of difficulty GRs are experiencing in meeting their caseload requirements. These approaches ensure relevant and efficient data collection while supporting meaningful, targeted dialogue and allowing for clarification when needed

Tribal MIECHV GRs participating in the call serve as the primary respondents and provide input through verbal discussion. Information is collected through detailed notetaking, which is used to capture relevant insights, themes, and examples shared during the conversation.

A3. Improved Information Technology to Reduce Burden

The information collection will be conducted using a virtual platform that supports both video and audio participation. This approach enables engagement with GRs located in remote and geographically dispersed areas across the country, ensuring accessibility and facilitating real-time discussion.

A4. Efforts to Identify Duplication

Efforts will be made to minimize duplication of information collection by leveraging existing data sources and prior communications. Before each engagement, facilitators will review relevant GR materials, including Annual Reports, Quarterly Performance Reports (QPRs), monthly caseload data, and notes from prior calls (e.g., February performance discussions). To further enhance efficiency and avoid duplication, facilitators will develop a GR-specific profile for each discussion, drawing on gleaned information to provide additional guidance. This preparation will intentionally build on existing knowledge, allowing facilitators to focus on clarifying, expanding, and deepening understanding rather than repeating previously collected information. It supports more efficient use of time and reduces respondent burden.

A5. Involvement of Small Organizations

The information collection process consists of a guided inquiry call conducted during an existing monthly GR call to minimize additional burden on participants.

A6. Consequences of Less Frequent Data Collection

This is a one-time data collection.

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 April 28, 2025, (90 FR 17603), 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 (90 FR 42248, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

Consultation with Outside Experts

ACF consulted with contracted TA providers, including James Bell Associates and ZERO TO THREE, in the development of the theme call and collection methodology. These consultations helped ensure that the information collection approach is appropriate, feasible, and aligned with the cultural and community contexts of Tribal MIECHV GRs.

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.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

Burden Estimates

The estimated cost burden reflects the expected level of effort required for GRs and their staff to complete the inquiry call. The burden estimates account for the number of GRs (47), the number of participants per GR (3), and the time required to complete the call (30 minutes).

Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Community and Social Service Occupations – Community and Social Service Specialists, All Other [21-1099] and wage data from May 2024, which is $28.06 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is $ 56.12.
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
May Monthly Call Topic Discussion Instrument	141	1	.5	70.5	$56.12	$3,956.46

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 to the federal Government for the data collection activities for the data under this request will be $19,722.50. These costs include the participation of three facilitators (FPO and two TA specialists) in 47 calls; ACF and contractor note-taking; data collection and management; and analysis of submitted information.

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

Data collection will occur through a one-time guided inquiry conducted during the existing May 2026 monthly GR calls. Facilitators will document responses using standardized templates, and the TA contractor will compile notes from each session. Collected information will be organized according to key inquiry domains, including caseload capacity, strengths, challenges and progress and intended focus areas for improvement.

Within two to three weeks following data collection, the TA contractor will analyze the information to identify key themes, patterns, and variations across GRs. Summary findings and recommendations will then be developed and shared with ACF. These results will inform TA planning, resource development, and targeted support strategies.

The information collected is intended to inform ACF activities and may be incorporated into a variety of materials, including TA and CQI plans, presentations, infographics, project-specific reports, and other resources relevant to federal staff, GRs, and TA providers.

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

May 2026 Theme Call Discussion Questions