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Office of Management and Budget (OMB)

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Administration for Children and Families (ACF)

Date: October 30, 2026

Subject: Change Request – Tribal Home Visiting Continuous Quality Improvement Collaboratives (OMB #0970-0531)

This memo requests approval of changes to the approved information collection, Tribal Home Visiting Continuous Quality Improvement Collaboratives, approved under the Formative Data Collections for Program Support (OMB #0970-0531).

Background

ACF received OMB approval under OMB #0970-0531 for the Tribal Home Visiting Continuous Quality Improvement Collaboratives information collection, including the CQIC Family of Measures Quarterly Reporting Template. In June 2026, OMB approved a change adding a brief Administrative Information section to the template. The template is administered through Qualtrics as part of the 2026 Tribal Home Visiting Continuous Quality Improvement Collaborative (CQIC). One representative from each participating Tribal Maternal, Infant, and Early Childhood Home Visiting (MIECHV) grant recipient submits program-level counts for four measures once per quarter.

Participating grant recipients have completed the first quarter of reporting. In reviewing the Quarter 1 submissions and feedback from grant recipients, ACF and its contracted training and technical assistance (T/TA) providers identified three opportunities to make the template easier to complete and to reduce follow-up correspondence and resubmissions. First, the form does not display the calculated percentage for each measure, so grant recipients cannot see their own results at the time of entry. Second, several grant recipients asked for a place to note context for their numbers rather than sending a separate email. Third, Measure 4 (Program Attrition) generated the most requests for clarification and resubmission because the term "enrolled" in the denominator was interpreted inconsistently, even though the intended definition is provided in the accompanying guidance and FAQ document. The proposed changes respond to these observations and do not alter the approved measures or add any required data entry.

Overview of Requested Changes

ACF requests approval of the following changes to the CQIC Family of Measures Quarterly Reporting Template. The updated template is provided with this memo.

- **Add an auto-calculated value row to each measure.** For each of the four measures, a row labeled "[Measure] Value" with a percent field is added beneath the numerator and denominator. Qualtrics will calculate this value automatically from the two counts the

grant recipient already enters; the grant recipient does not enter anything in this field. The field displays the result back to the respondent at the time of entry, consistent with the auto-calculated field included in the Excel-based reporting tool used in ACF's previous Tribal Home Visiting CQI collaborative.

- **Add an optional notes field under each measure.** A free-text "Notes (optional)" box is added below each measure so grant recipients may, if they choose, provide brief context for their reported numbers (for example, why only some referred families received an initial contact). Multiple grant recipients requested this option during Quarter 1 because they were otherwise sending context by separate email. The field is labeled optional, and the guidance and FAQ document will reinforce that no response is expected.
- **Clarify the Measure 4 denominator.** The denominator for Measure 4 (Program Attrition) is revised from "Number of households enrolled in the program during the reporting quarter" to "Number of households enrolled in the program at any point during the reporting quarter." This wording matches the definition already provided in the guidance and FAQ document and is intended to prevent the misinterpretations (for example, counting only newly enrolled households) that led to resubmissions in Quarter 1.

No other changes are proposed. The four approved measures and their numerators and denominators (other than the clarification noted above), the Administrative Information fields, the respondent population, and the frequency of reporting are unchanged. ACF does not anticipate any increase in burden: the auto-calculated field requires no respondent entry, the notes fields are optional, and the clarified wording is expected to reduce the time grant recipients spend consulting the FAQ and correcting submissions. The burden estimate remains 1 hour per response.

Time Sensitivities

ACF requests approval of these changes by November 20, 2026. Approval by this date will allow ACF and its contracted T/TA providers to finalize the updated template in Qualtrics, update the guidance and FAQ document, and share the revised template with participating grant recipients by December 1, 2026, in advance of Quarter 2 reporting.