Request for approval under the clearance of the "Generic Performance Progress Report" OMB control Number: 0970-0490

TITLE OF INFORMATION COLLECTION: Medical-Legal Partnerships Semi-Annual Quantitative Report

PURPOSE: The Administration for Children and Families (ACF) Office of Community Services (OCS) awarded 8 grants for the new Medical-Legal Partnerships Plus program in September 2023. This is the first-ever federally funded medical-legal partnerships program and is being carried out by long-standing medical-legal partnerships.

The eight grant recipients have been submitting performance progress report (PPR) information through the standard ACF PPR (OMB #0970-0406). Additionally, grant recipients have been sharing administrative data with OCS as we have developed the semi-annual report. This request seeks to formalize a semi-annual report to gather quantitative performance data from the eight grant recipients to supplement the narrative data they submit with the ACF PPR. In addition to formalizing the report for current grant recipients, if additional grants are funded in the future, OCS will be well positioned to request an update to the number of respondents and quickly implement reporting for their recipients.

Once approved, this semi-annual report will request information on service delivery, including referral and intake activity, cases managed and legal matters addressed, partnerships supporting service delivery, and events carried out with funds. Additionally, it provides optional tabs for grant recipients to supply additional information with existing administrative data from the grant recipient or their partners, including client characteristics and case outcomes. All information requested is aggregated to the level of the grant recipient.

This request will allow OCS to better understand and interpret successes and challenges of this brand-new demonstration program. Moreover, it will be utilized for program management, support, and oversight; such as identifying recipients' technical assistance needs and ensuring compliance with federal and programmatic regulations and policies. This includes, but is not limited to, identifying additional needs for program guidance, development or updates to support for recipients, and making informed refinements to programs in general and the related activities and supports.

DESCRIPTION OF RESPONDENTS: Respondents are the grant recipient organizations for the Medical-Legal Partnerships Plus program, which are long-standing medical-legal partnerships.

CERTIFICATION:
I certify the following to be true:

1. The collection is in compliance with U.S. Health and Human Services (HHS) regulations.
2. The collection is non-controversial and does <u>not</u> raise issues of concern to other federal agencies.
3. Information gathered is meant primarily for program improvement and accountability.

Name and Title: Jessica Hale, Program Evaluator, OCS

To assist Office of Management and Budget (OMB) review of your request, please provide answers to the following question:

PERSONALLY IDENTIFIABLE INFORMATION:

1. Is personally identifiable information (PII) collected? [ ] Yes [X] No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? [ ] Yes [ ] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [ ] Yes [ ] No

BURDEN HOURS:
The number of respondents is the number of grant recipients. We expect the time to complete the report will average about 8 hours per grant recipients, who aggregate data from their management information systems to complete the report. In some cases, grant recipients may ask partners to provide administrative data for some data elements to supplement grant recipient data. The following table provides annual burden estimates. If the number of grant recipients changes in future years, we will submit a change request to adjust those numbers.

Information Collection Title	Category of Respondent	No. of Respondents	No. of Responses per Respondent (Annual)	Burden per Response	Annual Burden
MLP+ Semi-Annual Quantitative Report	Private Sector	8	2	8	128
MLP+ Semi-Annual Quantitative Report	Private Sector	8	2	1	16

FEDERAL COST: The estimated annual cost to the federal government is $3,440. The average salary of the staff working on this program is a GS12, which is compensated at an average wage rate of $89,834 annually, $43 hourly. It is anticipated that federal staff will spend about 80 hours on this project.

TYPE OF COLLECTION: How will you collect the information? (Check all that apply)

[X] Web-based
[ ] Email
[ ] Paper mail
[ ] Other, Explain