

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration for Children and Families**

**Submission for OMB Review; Comment Request**

*Title:* 45 CFR 1303 Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies.

OMB No.: 0980-0242.

*Description:* Section 646 of the Head Start Act requires the Secretary of the Department of Health and Human Services to prescribe a timeline for conducting administrative hearings when adverse actions are taken or proposed against Head Start or Early Head Start grantees and delegate agencies. The Head Start Bureau is proposing to renew this rule, which

implements the requirements that prescribe when a grantee must submit information and what that information should include to support a contention that adverse action should not be taken.

*Respondents:* Head Start and Early Head Start grantees and delegate agencies.

**ANNUAL BURDEN ESTIMATES**

Instrument .....	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
Instrument .....	10	1	26	260

*Estimated Total Annual Burden Hours:* 260.

*Additional Information:* Copies of the proposed collection may be obtained by writing to the Administration for Children and Families, Office of Administration, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer.

*OMB Comment:* OMB is required to make a decision concerning the collection of information between 30 and 60 days after publication of this document in the **Federal Register**. Therefore, a comment is best assured of having its full effect if OMB receives it within 30 days of publication. Written comments and recommendations for the proposed information collection should be sent directly to the following: Office of Management and Budget, Paperwork Reduction Project, 725 17th Street, NW., Washington, DC 20503. Attn: Desk Officer for ACF.

Dated: May 16, 2003.

**Robert Sargis,**

*Reports Clearance Officer.*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration for Children and Families**

**Submission for OMB Review; Comment Request**

*Title:* DHHS/ACF/ASPE/DOL Enhanced Services for the Hard-to-Employ Demonstration and Evaluation Project Baseline Survey.

*OMB No.:* New collection.

*Description:* The Enhanced Services for the Hard-to-Employ Demonstration

and Evaluation Project (HtE) is the most ambitious, comprehensive effort to learn what works in this area to date and is explicitly designed to build on previous and ongoing research by rigorously testing a wide variety of approaches to promote employment and improve family functioning and child well-being. The HtE project will “conduct a multi-site evaluation that studies the implementation issues, program design, net impact and benefit-costs of selected programs”<sup>1</sup> designed to help Temporary Assistance for Needy Families (TANF) recipients, former TANF recipients, or low-income parents who are hard-to-employ. The project is sponsored by the Office of Planning, Research and Evaluation (OPRE) of the Administration for Children and Families (ACF), the Office of the Assistant Secretary for Planning and Evaluation (ASPE) in the U.S. Department of Health and Human Services (HHS), and the U.S. Department of Labor (DOL). The evaluation involves an experimental, random assignment design in six sites, testing a diverse set of strategies to promote employment for low-income parents who face serious obstacles to employment, including physical and mental health problems, substance abuse, human capital deficiencies, and situational barriers. At least two of the sites included in the evaluation will feature “two generation” models, serving both parents and their children. Over the next several years, the HtE project will generate a wealth of rigorous data on implementation, effects, and costs of these alternative approaches. The data collected will be used for the following purposes:

- To study the extent to which different HtE approaches impact employment, earnings, income, welfare dependence, and the presence or persistence of employment barriers;
- To collect data on a wider range of outcome measures than is available through Welfare, Medicaid, Food Stamps, Social Security, the Criminal Justice System or Unemployment Insurance records in order to understand the family circumstances and attributes and situations that contribute to the difficulties in finding employment; job retention and job quality; educational attainment; interactions with and knowledge of the HtE program; household composition; childcare; transportation; health care; income; physical and mental health problems; substance abuse; domestic violence; and criminal history;
- To conduct non-experimental analyses to explain participation decisions and provide a descriptive picture of the circumstances of individuals who are hard-to-employ;
- To obtain participation information important to the evaluation’s benefit-cost component; and,
- To obtain contact information for possible future follow-up, information that will be important to achieving high response rates for additional surveys.

*Respondents:* The respondents to the baseline survey are Temporary Assistance for Needy Families (TANF) recipients, former TANF recipients, or low-income individuals who are hard-to-employ from six states likely to be participating in the HtE Project: California, Georgia, Kansas, New York, Pennsylvania, and Rhode Island. Survey respondents can be grouped according to four target populations: Ex-offenders with children; low-income mothers with mental health barriers; populations connected to the TANF system; and

<sup>1</sup> From the Department of Health and Human Services RFP No.: 233-01-0012.

programs working with two generations (parents and their children). Prior to random assignment, basic demographic information for all survey respondents will be obtained wherever possible from the program's automated system. In addition, all survey respondents will receive a core set of questions that will be administered by Audio-Computer Assisted Self Interview (ACASI-Core). In

the site operating a program aimed specifically at ex-offenders, an additional supplementary module will be administered by Audio-CASI. Similarly, an additional supplementary module will be administered by Audio-CASI in the site operating a program aimed at survey respondents with mental health problems. Finally, in the two-generation sites (two of the six

sites), survey respondents will complete a two-generation survey administered by a Computer Assisted Personal Interview (CAPI). Approximately 12,000 respondents will complete the core survey, 2,000 will complete the criminal justice module, 2,000 will complete the mental health module, and 4,000 will complete the two-generation CAPI survey.

#### ANNUAL BURDEN ESTIMATES

Instrument	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
Audio-CASI Core .....	12,000	1	10 minutes or .17 hrs .....	2,000
Criminal Justice Module .....	2,000	1	12 minutes or .20 hrs .....	400.00
Mental Health Module .....	2,000	1	11 minutes or .18 hrs .....	366.67
Two-Generation CAPI .....	4,000	1	24 minutes or .4 hrs .....	1,600

*Estimated Total Annual Burden Hours:* 4,366.67.

*Additionally Information:* Copies of the proposed collection may be obtained by writing to the Administration for Children and Families, Office of Information Services, 370 L'Enfant Promenade, SW., Washington, DC 20447, Attn: ACF Reports Clearance Officer.

*OMB Comment:* OMB is required to make a decision concerning the collection of information between 30 and 60 days after publication of this document in the **Federal Register**. Therefore, a comment is best assured of having its full effect if OMB receives it within 30 days of publication. Written comments and recommendations for the proposed information collection should be sent directly to the following: Office of Management and Budget, Paperwork Reduction Project, 725 17th Street, NW., Washington, DC 20503. Attn: Desk Officer for ACF.

Dated: May 16, 2003.

**Bob Sargis,**

*Reports Clearance Officer.*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Administration for Children and Families

#### Submission for OMB Review; Comment Request

*Title:* HHS/ACF Employment Retention and Advancement (ERA) Evaluation Implementation Data Collection Activities: Staff Time Study and Implementation Field Research Guide.

*OMB No.:* New collection.

*Description:* The Employment Retention and Advancement (ERA) Evaluation is the most ambitious, comprehensive effort to learn what works in this area to date and is explicitly designed to build on past research by rigorously testing a wide variety of approaches to promoting employment retention and advancement for a range of populations. The project, conceived and sponsored by the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services (HHS),<sup>1</sup> seeks to "conduct a multi-site evaluation that studies the net impact and cost-benefits of programs designed to help Temporary Assistance for Needy Families (TANF) recipients, former TANF recipients, or families at-risk of needing TANF benefits retain and advance in employment."<sup>2</sup> The ERA Evaluation involves up to 15 random assignment experiments in eight states, testing a diverse set of strategies designed to promote stable employment and/or career advancement for current and former welfare recipients and other low-income parents. Over the next several years, the ERA project will generate a wealth of rigorous data on the implementation, effects, and costs of these alternative approaches.

The time study and field guide are part of the ERA evaluation's implementation and process analysis. This analysis is intended to inform the impact analysis and assess the feasibility and replicability of different approaches by examining the implementation of various ERA

approaches, individuals' patterns of participation in ERA and other available services, and the relationship between participation and individuals' baseline characteristics and the site contexts. In particular, the time study and field guides supply information for the implementation and process analysis that are not available through other means.

Specifically, the staff time study, for which OMB authorization is requested, will be used for the following purposes in the ERA evaluation:

- To create descriptive measures of case management;
- To set up measures of program-control implementation differences within a few sites, as appropriate;
- To compare case management practices across regions or counties within sites that have varying levels of impacts;
- To compare case management practices across sites;
- To compare ERA case management practices to those delivered in the Post Employment Service Demonstration programs, which were found to be largely ineffective, and to those in the soon-to-begin United Kingdom ERA programs; and
- To identify the components of cost in preparation for a full benefit-cost analysis of the ERA programs.

In addition, the implementation field research guide, for which OMB authorization is also requested, will be used for the following purposes in the ERA evaluation:

- To describe what ERA programs set out to do and how services are delivered;
- To help explain, once impact data are available, why certain ERA programs produce or do not produce impacts;

<sup>1</sup> The U.S. Department of Labor has also provided funding to support the ERA project.

<sup>2</sup> From the Department of Health and Human Services RFP No.: 105-99-8100.