

Humanitarian Response Operating Plan Listening Sessions

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

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A1. Necessity for the Data Collection

The Office of Refugee Resettlement (ORR) within the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval to conduct listening sessions to inform the development of a Humanitarian Response Operating Plan

Background

As directed in the House Committee on Appropriations' House Report 117-96, ORR is developing a Humanitarian Response Operating Plan. The Humanitarian Response Operating Plan will account for how priority personnel from across the government, in coordination with national and local non-governmental organizations, can be rapidly deployed to the southern border, as necessary, during migration surges.

To help inform this plan, ORR proposed to host listening sessions to solicit input from relevant stakeholders. During these listening sessions ORR intends to consult with experienced caseworkers, social workers, and child welfare experts to incorporate best practices into the plan.

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 the proposed listening sessions is to solicit feedback from experienced caseworkers, social workers, and child welfare experts to inform ORR's development of the required Humanitarian Response Operating Plan. Information will be used internally by ORR in an effort to incorporate best practices into the plan. Although the final plan will be made public and the information from the listening sessions will inform the greater effort to develop the plan, the specific data collected will not be published.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Delivery of workflows related to program implementation or the development or refinement of program and grantee processes. This could include the development and refinement communication systems.
- Obtaining feedback about processes and/or practices to inform ACF program development or support.

Processes for Information Collection

ORR's Division of Policy and Procedures will host three one-hour listening sessions held over Zoom. The ORR grantee network of care providers will be invited via email to attend one of the

three sessions based on their availability. These listening sessions will be open to ORR care providers and other stakeholders. Sessions will be scheduled separately, dependent on the respondent type: care provider or other stakeholders. ORR will distribute questions to consider in advance of the listening sessions, but all feedback will be collected verbally during the sessions.

A3. Improved Information Technology to Reduce Burden

The listening sessions will be held in one-hour sessions via Zoom and recorded with participant permission.

A4. Efforts to Identify Duplication

This data collection will inform the creation of a new plan, in response to a directive outlined in the House Committee on Appropriations' House Report 117-96. The specific feedback requested is not available from other sources.

A5. Involvement of Small Organizations

No small businesses will be involved with this information collection.

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 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.

Consultation with Outside Experts

No consultations have taken place with experts outside of the project team.

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. We are not collecting any personally identifiable information. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private to the extent permitted by law.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

Burden Estimates

We plan to invite 485 individuals to participate in one of the three listening sessions. Each session will take place over an hour. We expect 485 to be the upper threshold for the number of participants.

Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for 21-1029 Social Workers and wage data from May 2021, which is \$29.42 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$58.84.

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 |
|-------------------------|-----------------------------|--|-----------------------------------|--------------------|---------------------|-------------------|
| HROP Listening Sessions | 485 | 1 | 1 | 485 | \$58.84 | \$28,537.40 |

A13. Cost Burden to Respondents or Record Keepers

There are no additional costs to respondents.

A14. Estimate of Cost to the Federal Government

The estimated cost to the federal government is \$589.14.

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

The three listening sessions will be held over the course of two weeks in one-hour increments. The information gathered will inform the development of the larger report, as directed in the House Committee on Appropriations' House Report 117-96.

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

Instrument 1: Listening Session Questions