

# **Humanitarian Response Operating Plan Listening Sessions**

**Formative Data Collections for Program Support**

**0970 – 0531**

## **Supporting Statement**

### **Part A - Justification**

**November 2022**

Submitted By:  
Office of Refugee Resettlement  
Administration for Children and Families  
U.S. Department of Health and Human Services

4<sup>th</sup> Floor, Mary E. Switzer Building  
330 C Street, SW  
Washington, D.C. 20201

## **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from the listening sessions will inform the greater effort to develop the plan, the specific data collected will not be published.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](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