

**Request for Approval under the “Generic Clearance for Improving
Customer Experience (OMB Circular A-11, Section 280
Implementation)” (OMB Control Number: 2900-0876)**

TITLE OF INFORMATION COLLECTION: Veterans Engagement Action Center (VEAC) Surveys

PURPOSE

To gather feedback from Veterans, Active Military, Guard/Reservist, Family members, caregivers, and survivors, then provide that feedback to VA leaders to measure the success of the outreach event and measure the ease, effectiveness, emotion, and trust from the participants as they exit. The survey will further allow the Veterans Experience Office (VEO) to measure whether the needs of the participants were met. Additional areas where the survey results will impact:

- Identifies gaps and challenges in healthcare, benefits, and service;
- Identifies areas for how VA can best support local efforts holistically;
- Identifies areas where there may be barriers to access, and outreach tailored to “local communities”.

DESCRIPTION OF RESPONDENTS:

Survey respondents will be Veterans, Active Military, Guard/Reservist, family members, caregivers, and survivors that attend a VEAC event. Two different surveys will be administered:

1. VEAC Exit Survey: Outreach event staff will verbally administer the survey to event attendees as the last step in the overall event process. The outreach staff will fill out the web-based survey on behalf of the outreach event participant.
2. VEAC Email Survey: A survey will be sent via email to event attendees that were not able to take the VEAC Exit Survey. The email survey will not be sent to event attendees that opted out of the VEAC Exit Survey.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| ☐ Customer Comment Card/Complaint Form | ☒ Customer Satisfaction Survey |
| ☐ Usability Testing (e.g., Website or Software) | ☐ Small Discussion Group |
| ☐ Focus Group | ☐ Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.

2. The collection is low-burden for respondents and low-cost for the Federal Government.
 3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
 4. Personally identifiable information (PII) is collected only to the extent necessary and is not retained.
 5. Information gathered is intended to be used for general service improvement and program management purposes.
 6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.
 7. All or a subset of information may be released as part of A-11, Section 280 requirements on performance.gov. Additionally, summaries of the data may be released to the public in communications to Congress, the media and other releases disseminated by VEO, consistent with the Information Quality Act.
- Name: Dan Ostrow, VSignals Implementation Lead, Veterans Experience Office, VA, (414) 690-8587

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Will this survey use individualized links, through which VA can identify particular respondents even if they do not provide their name or other personally identifiable information on the survey? ☒ Yes ☐ No
2. Is personally identifiable information (PII) collected? ☐ Yes ☒ No
3. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☐ No **[N/A]**
4. If Yes, has an up-to-date System of Records Notice (SORN) been published? ☐ Yes ☐ No **[N/A]**

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? ☐ Yes ☒ No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
Individuals and Households	12,000	5 minutes	1,000 hours
Totals	12,000	5 minutes	1,000 hours

Please answer the following questions.

1. **Are you conducting a focus group, a survey that does not employ random sampling, user testing or any data collection method that does not employ statistical methods?**

Yes ☒

No ☐

If Yes, please answer questions 1a-1c, 2 and 3.

If No, please answer or attach supporting documentation that answers questions 2-8.

- a. Please provide a description of how you plan to identify your potential group of respondents and how you will select them.

- This survey will be offered to North Carolina Veterans, Active Military, Guard/Reservist, family members, caregivers, and survivors.

- b. How will you collect the information? (Check all that apply)

☒ Web-based or other forms of Social Media

☐ Telephone

☐ In-person

☐ Mail

☒ Other- E-mail-based surveys

- c. Will interviewers or facilitators be used? ☒ Yes ☐ No

2. Please provide an estimated annual cost to the Federal government to conduct this data collection: \$13,000

3. Please make sure that all instruments, instructions, and scripts are submitted with the request. This includes questionnaires, interviewer manuals (if using interviewers or facilitators), all response options for questions that require respondents to select a response from a group of options, invitations given to potential respondents, instructions for completing the data collection or additional follow-up requests for the data collection.

- Done

4. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are

to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

- Not applicable.

Category of Respondent	No. of Respondents
Individuals and Households	12,000 annual
Totals	12,000 annual

5. Describe the procedures for the collection of information, including:
 - a. Statistical methodology for stratification and sample selection.
 - b. Estimation procedure.
 - c. Degree of accuracy needed for the purpose described in the justification.
 - d. Unusual problems requiring specialized sampling procedures.
 - e. Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

- Not applicable.

6. Describe methods to maximize response rates and to deal with issues of nonresponse. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

- Not applicable.

7. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.

- Not applicable.

8. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractors, grantees, or other person(s) who will actually collect or analyze the information for the agency.

- Collection and Analysis:
 - Evan Albert, Dir. of Measurement and Data Analytics, Veterans Experience Office, VA (202) 875-9478

- Dan Ostrow, VSignals Implementation Lead, Veterans Experience Office, VA, (414) 690-8587
- Carmen M. Gamble, Data, Insights, and Analytics Division Chief, VFCE, Veterans Health Administration, 314-488-8615