

Information Collection Request, Review and Approval System



**Department of Health and Human Services
(HHS)**

Release Guide ICRAS 4.1

*For System Upgrade
Release Date: February 4, 2008*

Table of Contents

- I. Overview.....3
 - A. Pre-Approvals.....3
 - B. Reinstating a Discontinued Collection.....3
 - C. Processing of Withdrawn NOA's.....3
 - D. Part 2 Clone with Title.....3
 - E. Citation Fields.....3
 - F. Reduced Abstract.....4
 - G. Creating New Generic ICR Packages.....4
 - H. Part 2 Edit Check for Deleted IC's.....4
 - I. Validation Check for "Requested Expiration Date" on Part 1.....5
 - J. Completeness Enforced at Specific Levels.....5
 - K. Burden Tables.....6
 - 1. Disabled Approved Columns
 - 2. Program Head Change for Burden Tables
 - 3. Annual Hour Burden Calculation
 - L. Inbox Package Title Based on Package Table.....7

I. Overview

ICRAS 4.1 is scheduled for a [Software Upgrade](#) release on February 4, 2008. This release introduces new functionality as well as updating the display of some pages, as specified below.

Updates to the User Manual will be posted to www.paperworkreduction.gov as applicable, users experiencing issues regarding these changes should contact the ICRAS Support Team at help@paperworkreduction.gov.

A. Pre-Approvals

The method in which pre-approvals of NOA's were processed has been adjusted.. Previously, when a pre-approval came through ICRAS, the system would update the expiration date for the OMB control number. This turned out to be a problematic approach, due to the fact that the pre-approval had not been activated yet. Currently, ICRAS will wait for the final activation approval before updating the expiration date.

B. Reinstating a Discontinued Collection

This update fixes the problem of using the hours from a previous approval; showing the reinstatement as a decrease. Due to the fact that collection was discontinued, the “Currently approved” column is now set to 0.

C. NOA processing of Withdrawn NOA's

When a Withdrawn NOA is received, the burden is zeroed out, and its expiration date left blank. Also, if it is a new package the ICIDs are not updated.

D. Part 2 Clone with Title

Part 2 will import the name of the existing Information Collection Request. In the past, an error message would be generated due to a blank title field.

E. Citation Fields

Previously, an OMB submission error would occur when an invalid character was input into the CFR citation fields and into the abstract.

F. Reduced Abstract

The Abstract field has a 2,000 character max.

Information Collection Request, Review, and Approval System (ICRAS) - Microsoft Internet Explorer

Address: http://hhs.paperworkreduction.gov/lo/modern/package/inbox/pkg/0979/part1s/edt/13141

Information Collection Request, Review, and Approval System (ICRAS) OMB #: Go [Logout](#)

[History](#) [Forms](#) [Files](#) [Submit](#)

0920-0739 - CDC Oral Health Management Information System [Print this page](#)

PAPERWORK REDUCTION ACT SUBMISSION WORKSHEET
Part I: Information Collection Request

[?] 1. Agency/Subagency originating request CDC [?] 4. OMB #: 0920-0739

[?] 2. Title | CDC Oral Health Management Information System

[?] 3. Type of request: | **Nonmaterial or nonsubstantive change to a currently approved collection (formerly 83C)**

[?] 5. Type of review requested
 Regular
 Emergency - Approval requested by (mm/dd/yyyy)
 Delegated

[?] 6. Requested expiration date
 Three years from approval date
 Six Months from approval date (Maximum for Emergency reviews)
 Other:
 Specify: June 2010 (mm/yyyy)
 or
 Number of Months From Approval Date

Emergency, please enter justification. (4000 characters maximum)

[?] 7. Abstract: (2000 characters maximum)
 CDC is requesting a change to the CDC Oral Health Management Information System in order to incorporate recent adjustments required under the new cooperative agreement with participating

[?] 8. Authorizing Statute(s)
 Add New Citation: **Public Law**
 Congress Number Sequence Number Section Name

Current Citations	
42USC Sec. 241(a). Research and Investigation in General	<input type="button" value="Delete"/>
42USC Sec. 247(b)(k)(2).	<input type="button" value="Delete"/>

[?] 9. Associated Rulemaking Information
 Stage of Rulemaking Not associated with Rulemaking

G. Creating New Generic ICR Packages

- The attachment title has been edited so that a maximum length of 200 characters will now be validated.
- When a user creates a new Generic ICR package (i.e. an extension, or something other than adding a new Generic IC), the cloned package no longer copies the existing IC's.

H. Part 2 Edit Check for Deleted IC's

When an IC is deleted, the Total Requested is set to 0, the Change Burden is adjusted and an Edit Check occurs for the Deleted IC.

I. Validation Check "Requested Expiration Date" on Part 1

Previously, when the "Other" category was selected on #6, an OMB error message occurred when "o" was represented in the "Number of Months from Approval Date" field. Now when "Other" is selected, Users will receive notification that this field must have a value greater than 0.

The screenshot shows the ICRAS web application interface. The browser title is "Information Collection Request, Review, and Approval System (ICRAS) - Microsoft Internet Explorer". The address bar shows the URL: http://hhs.paperworkreduction.gov/fo/modern/package/inbox/pkg/8979/part1/edit/13141. The page title is "Information Collection Request, Review, and Approval System (ICRAS)".

The main content area displays a "PAPERWORK REDUCTION ACT SUBMISSION WORKSHEET Part I: Information Collection Request". The form includes the following fields and sections:

- [?] 1. Agency/Subagency originating request: CDC
- [?] 2. Title: CDC Oral Health Management Information System
- [?] 3. Type of request: **Nonmaterial or nonsubstantive change to a currently approved collection (formerly 83C)**
- [?] 4. OMB #: 0920-0739
- [?] 5. Type of review requested:
 - Regular
 - Emergency - Approval requested by: (mm/dd/yyyy)
 - Delegated
- [?] 6. Requested expiration date:
 - Three years from approval date
 - Six Months from approval date (Maximum for Emergency reviews)
 - Other: Specify: June 2010 (mm/yyyy) or Number of Months From Approval Date
- [?] 7. Abstract: (2000 characters maximum): CDC is requesting a change to the CDC Oral Health Management Information System in order to incorporate recent adjustments required under the new cooperative agreement with participating
- [?] 8. Authorizing Statute(s):
 - Add New Citation: Public Law
 - Table with columns: Congress Number, Sequence Number, Section, Name, Add
 - Current Citations:

42USC Sec. 241(a), Research and Investigation in General	Delete
42USC Sec. 247(b)(k)(2).	Delete
- [?] 9. Associated Rulemaking Information

J. Completeness Enforced at Specific Levels

ICRAS checks for completeness to be enforced at specific levels. Previously, these checks were only conducted at the OMB submission level. Please note that this does not include the 30-day or 60-day citations, rulemaking citation for Proposed Rules. Incomplete submissions are not authorized for forwarding to the Desk Officer level.

K. Burden Tables

1. Disabled Approved Columns

In the past users had the ability change the existing data in the “Currently Approved columns”. Non-Admin users have had this feature disabled.

2. Program Change Heading for Burden Tables

The column titles "Program Change" has been added an inserted above the heading over “Change Due to New Statute” and “Change Due to Agency Discretion”. This addition has also been made in the summary portion of the ICR.

The screenshot shows the ICRAS web application interface. At the top, it says "Information Collection Request, Review, and Approval System (ICRAS) - Microsoft Internet Explorer". The address bar shows the URL: http://hhs.paperworkreduction.gov/lo/modern/package/inbox/pkg/8979/part1s/show/13141. The main content area displays "Information Collection Request, Review, and Approval System (ICRAS)" with an OMB # field and a Go button. Below this, there are navigation tabs for History, Forms, Files, and Submit. The current view is for "0920-0739 - CDC Oral Health Management Information System". Under "ICR/Part 1:", there is a link to "Edit the ICR/Part 1 Form". Under "IC/Part 2s:", there is a table listing two items:

IC #	Title/Form No	IC Status	Delete
1	CDC Oral Health Management Information System - MIS Data Collection Instrument	Modified	<input checked="" type="checkbox"/> Copy to New IC
2	New MIS Modules: Success Stories & Environmental Assessment	New	<input checked="" type="checkbox"/> Copy to New IC

Below the table is an "Add IC" button. Under "Summary of IC/Part 2 Burden:", there is a table with a "Program Change:" column. A red arrow points to this column header. The table data is as follows:

	Requested	(Due to New Statute)	(Due to Agency Discretion)	Change Due to Adjustment in Agency Estimate	Change Due to Violation	Currently Approved
a. Annual Number of Responses	30	0	4	0	0	26
b. Annual Hour Burden	330	0	96	0	0	234
c. Annual Cost Burden	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

At the bottom of the page, there is an "Admin Site" link, "ICRAS [version 4.0]", and a support email address: help@paperworkreduction.gov.

3. Annual Hour Burden Calculation

For the Annual Hour Burden, ICRAS would display an error message saying that the change fields need to add up to the difference between the requested amount and the approved amount, even though they actually did add up. This error was corrected by including the violation amount into the calculation.

L. Inbox Package Titles Based on Package Table

Previously, The title of the ICR was taken from the last approved package. The Inbox Package Titles are now based on the title found in the Package Table.

The screenshot shows the 'Information Collection Request, Review, and Approval System (ICRAS)' web interface. The main content area is titled 'Inbox' and displays a table of packages pending at the user's level (Dept. RCO). A red arrow points to the title of the package with code 0920-0739.

Code	Agency	Title	Package Type	Pending At	Days Pending	XML Tested
0938-0930	CMS/OBIS	Medicare Authorization to Disclose Personal Health Information	Change	Dept. RCO	0	
0920-0739	CDC	CDC Oral Health Management Information System	Change	Dept. RCO	3	
0915-0286	HRSA	Organ Procurement and Transplantation Network (42 CFR Part 121.3(b)(4) and 121.9(d))	D	Dept. RCO	0	
0938-0086	CMS/CMSO	Disclosure of Ownership and Financial Control Interest Statement and Supporting Regulations Contained in 42 CFR 420.200-.206 and 455.100-.106	D	Dept. RCO	0	
0970-0267	ACF	Fourth National Incidence Study of Child Abuse and Neglect (NIS-4)	D	Dept. RCO	0	
0938-0202	CMS/CMM	Home Office Cost Statement and Supporting Regulations in 42 CFR 413.17 and 413.20	Ext	Dept. RCO	0	
0910-0613	FDA/CDRH	Medical Device User Fee Amendments of 2007; Foreign Small Business Certification Form FDA 3602 A	Ext	Dept. RCO	6	
0910-0360	FDA/OC	Customer/Partner Service Surveys - (Extension)	Ext	Dept. RCO	4	
0910-0359	FDA/CDRH	Medical Devices; Reports of Corrections and Removals	Ext	Dept. RCO	3	
0970-0175	ACF	Voluntary Establishment of Paternity	Ext	Dept. RCO	3	
0910-0001	FDA/CDER	FDA Approval to Market a New Drug	Ext	Dept. RCO	3	
0938-0939	CMS/CMM	Phone Surveys of Product/Service for Medicare Payment Validation and Supporting Regulations in 42 CFR 405.502	Ext	Dept. RCO	0	
0910-0360	FDA/OC	Customer/Partner Service Surveys - (Extension)	Gen IC	Dept. RCO	14	
0910-0497	FDA/OC	Focus Groups as Used by the Food and Drug Administration	Gen IC	Dept. RCO	48	