

Attachment D1

Recruitment Letter sent to potential Homecare Worker participants

Dear IHSS Homecare worker:

Your union and the Alameda County Public Authority for In-Home Supportive Services want to make sure that you are safe at work. Together with the Centers for Disease Control and the University of California, we have developed a new training program and a Homecare Workers Handbook all about protecting your safety at work. **We are seeking volunteers to participate in a study that will test the usefulness of this new workplace safety program.**

If you are interested in participating please complete the enclosed form and return it [by XX] in the enclosed envelope.

If you choose to participate you will be asked to:

- ✓ Attend a free 60 minute training workshop in Alameda County about staying safe on the job where you will receive the Homecare Workers Safety Handbook.
- ✓ Answer 2 telephone surveys lasting about 30 minutes each. One would be done in the next few weeks and the second would be done in about 2 months.

**You will receive \$80 in supermarket gift cards
if you participate in the entire program**

To be eligible you must:

- ✓ Have worked at least 1 year as a homecare worker
- ✓ Speak either English, Spanish or Cantonese
- ✓ Sign and return the enclosed form to volunteer. **Your consumer has to sign it too.**

Your participation in this study will not affect your job as a homecare worker in any way. Your answers to the survey questions will be completely confidential and will not be shared with your union, IHSS or the Public Authority of Alameda County. If you have any questions about this new program or about the survey you can call the project director at the Centers for Disease Control, Dr. Sherry Baron at 513 458-7159.

We have enclosed a letter you can share with your consumer which explains the program.

Suzannah McDevitt
Service Employees International Union

Charles Calavan
Executive Director
Public Authority for In Home Supportive Services of Alameda County
Dear IHSS Consumer (Client):

Share this letter explaining the program with your consumer

The Alameda County Public Authority for In-Home Supportive Services is working with the Centers for Disease Control, the University of California, and the Service Employees International Union to develop a new homecare workers safety handbook and training program. This program offers information on simple tips and tools to help homecare workers stay safe – so *they can provide you with the best care possible.*

Your homecare worker wants to volunteer to be one of the first to try this program and participate in a study by the Centers for Disease Control to evaluate its success.

- Your worker's participation will not change with your homecare services in any way.
- As part of the evaluation your homecare worker will be answering some questions about his or her experience as a home care worker.
- None of the information your home care worker provides will be shared with IHSS, The Public Authority for IHSS or the union.
- **Please show your support by signing the volunteer response card.**

You can also participate in the study!

We would also like to get your input in order to make this program successful. We are working with NAME of COMPANY to help us evaluate the program and if your homecare worker participates, COMPANY will also be contacting you to ask you to participate.

- Your participation is voluntary.
- Your home care worker can participate even if you decide not to.
- If you agree to participate, COMPANY will ask you some simple questions by telephone and then will call again in about two months.
- Each call will take about 15 minutes.
- If you choose to participate you will receive **\$35 in supermarket gift cards.**

Thanks for your interest and in helping us to keep you and your homecare worker safe.

Sincerely

Charles Calavan, Executive Director

Public Authority for In Home Supportive Services of Alameda County