

**ATTACHMENT M**

**FOCUS GROUP RECRUITMENT LETTER**

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-xxxx. Public reporting burden for this collection of information is estimated to average 90 minutes per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Choke Cherry Road, Room 7-1044, Rockville, Maryland, 20857.

(DATE)

NAME  
ADDRESS 1  
ADDRESS 2  
CITY, STATE, ZIP

Dear (NAME):

Mathematica Policy Research (Mathematica) is conducting an evaluation of the SSI/SSDI Outreach, Access and Recovery (SOAR) initiative. The goal of this evaluation is to describe the ways in which states have implemented SOAR and to gather information about the initiative's initial outcomes. The evaluation is collecting and analyzing data from a variety of sources, including individuals who have participated in the SOAR training. Results from the evaluation will contribute to federal, state, and local stakeholders' understanding of how SOAR works and areas where SOAR could be modified to better serve clients. This evaluation is sponsored by the U.S. Department of Health and Human Service, Substance Abuse and Mental Health Services Administration (SAMHSA).

In (MONTH, YEAR), two members from the Mathematica team will conduct site visits to states that have implemented SOAR. During the visit, the team will conduct a variety of individual or small group discussions with key SOAR stakeholders. Potential participants in these discussions include: state and/or local team leaders, SOAR trainers, and administrators and staff from the local Social Security Administration field offices, the Disability Determination Service, and other key state and local agencies involved in the effort (e.g., hospitals, state and community mental health agencies, correctional facilities, housing and other public assistance agencies, and homeless services providers).

We will also conduct focus groups with case managers, social workers, and other individuals who have received the SOAR training. The purpose of these focus groups is to understand SOAR participants' perceptions of the training and to gather information about the experiences that individuals have had using the skills taught by SOAR. The focus groups will require approximately 90 minutes and will be conducted at a time and location that is convenient for all participants.

Within the next few weeks, a member of the Mathematica study team may contact you by telephone to request your participation in a focus group. Your participation is voluntary and not

LETTER TO:  
FROM: Jacqueline Kauff  
DATE:  
PAGE: 3

required by your employer or the federal agency sponsoring this project. If you decide to participate, we will not report your individual responses to the questions that are generated during the focus group. Only summary information that does not identify individual participants will be reported.

Your participation in a focus group will provide valuable information that can be used to understand whether the SOAR training is likely to help improve the lives of homeless individuals. Further, the information you provide will help to determine how SOAR could be improved and expanded.

Please feel free to contact me at 202-484-5266 or [jkauff@mathematica-mpr.com](mailto:jkauff@mathematica-mpr.com) if you have any questions or concerns.

Thank you in advance for your cooperation and contribution to this important effort!

Sincerely,

Jacqueline Kauff  
Project Director

**ATTACHMENT N**

**FOCUS GROUP CONFIRMATION LETTER**

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-xxxx. Public reporting burden for this collection of information is estimated to average 90 minutes per respondent including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Choke Cherry Road, Room 7-1044, Rockville, Maryland, 20857.

**Jacqueline Kauff**  
Senior Researcher

600 Maryland Ave. S.W., Suite 550  
Washington, DC 20024-2512  
Telephone (202) 484-9220  
Fax (202) 863-1763  
www.mathematica-mpr.com  
**202-484-5266**

(DATE)

NAME  
ADDRESS 1  
ADDRESS 2  
CITY, STATE, ZIP

Dear (NAME):

We appreciate your willingness to participate in a focus group about the SSI/SSDI Outreach, Access and Recovery (SOAR) initiative in your state. The goal of the focus group is to gather the perspectives of case managers, social workers, and other individuals who have participated in the SOAR training. Specifically, we hope to discuss your experiences with the training and whether the training has been useful in helping individuals who are homeless obtain SSI/SSDI benefits.

The focus group will be held at (LOCATION) at (TIME). The focus group will require 90 minutes.

We greatly appreciate your participation in this focus group. The information that you provide will help us understand whether the SOAR training is likely to help improve the lives of homeless individuals.

Please feel free to contact me at 202-484-5266 or [jkauff@mathematica-mpr.com](mailto:jkauff@mathematica-mpr.com) if you have any questions or concerns or if you are unable to attend the focus group at the scheduled date and time.

Thank you again for your contribution to this important effort!

Sincerely,

Jacqueline Kauff  
Project Director