

**ATTACHMENT M**  
**FOCUS GROUP RECRUITMENT LETTER**

**Jacqueline Kauff**  
Senior Researcher

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**202-484-5266**

OMB NO. 0930-XXXX  
Expiration Date XX/XX/XXXX

(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 the evaluation is to describe the ways in which states have implemented SOAR and to gather information about the initiative's initial outcomes. 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. The 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, we will 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 required by your employer or the federal agency sponsoring this project. If you 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.

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

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

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. All aspects of your participation in this study are voluntary; you will not be penalized in any way by refusing to participate at all or in part.

**ATTACHMENT N**  
**FOCUS GROUP CONFIRMATION LETTER**

**Jacqueline Kauff**  
Senior Researcher

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OMB NO. 0930-XXXX  
Expiration Date XX/XX/XXXX

(DATE)

NAME  
ADDRESS 1  
ADDRESS 2  
CITY, STATE, ZIP

Dear (NAME):

We appreciate your willingness to participate in a focus group about SOAR. The focus group will be held at (LOCATION) at (TIME) and 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

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