

B2. Email invitation—all other staff (clinical staff, evaluators/data managers)

Dear [organization name] Employee:

We're writing to request your support and participation in an important survey for the Program Evaluation of the AAFT Program. This survey will involve Principal Investigators, Program Directors, Clinical Supervisors, Clinicians, Evaluators, and Data Managers.

Our organization, Advocates for Human Potential, Inc. (AHP), is a research and consulting firm based in Sudbury, MA. We are conducting this evaluation as part of our contract to conduct the first SAMHSA-funded cross-site evaluation of an AAFT grantee cohort.

The responses that you and your staff provide will come directly to AHP staff; individual surveys will not be shared with your organization and our reports will contain only aggregate responses (for example, "50% of the program staff have participated in monthly coaching calls").

This survey will provide valuable information regarding the background, experience, skills, practices, and implementation of AAFT components by staff providing services through the third cohort of AAFT grantees. This information will help CSAT and other funders shape similar initiatives to introduce evidence-based practices in ways that maximize the potential for success.

To take the survey, please go to the following web address:

[link]

Please complete your survey by [day of week, date].

A high participation rate is critical to assuring the value of this information—so, we hope you take the time to complete the survey. Please contact me by phone: 1-800-795-5486 x418 or email: tobin@ahpnet.com with any questions or comments you may have regarding this survey.

Thank you for your participation!

Terri Tobin, Ph.D.
Associate Director of Research

B2. Final reminder—all other staff
(clinical staff, evaluators/data managers)

Dear [ORG] Employee:

We're sending **one last reminder** about the AAFT Implementation Survey. **The survey will be closing in 7 days!**

If you've already taken the survey, thank you! If you haven't taken the survey yet, we'd like to encourage you to do so. Please note that if you began the survey in the past but did not complete it, you can continue from where you left off if you log on using the same computer that you used to start the survey. You'll find the survey at the following web address:

[link]

The survey will take about 45 minutes to complete. AHP's report to your organization won't reveal your individual answers, and nobody at your organization will see your completed survey. This survey will provide valuable information regarding the background, experience, skills, practices, and implementation of AAFT components by staff providing services through the third cohort of AAFT grantees. This information will help CSAT and other funders shape similar initiatives to introduce evidence-based practices in ways that maximize the potential for success.

Please submit your survey by 5pm on [DAY, DATE].

If you have any questions regarding the survey, please feel free to contact me by phone: 1-800-795-5486 x418 or email: ttobin@ahpnet.com. We believe the results of this survey will help to further understand the implementation of AAFT and similar initiatives and we hope that you will choose to participate.

Thank you for your participation!

Terri Tobin, Ph.D.
Associate Director of Research