

Office of Head Start
Evaluation of the Head Start *Safe Families-Safe Homes* Training

Phone Script to Schedule Semi-Structured Interviews with Trainers who Conducted *Safe Families-Safe Homes* Training Sessions

Trainer's Name: <Name of interviewee> Call Date: <date and time>

INTRODUCTION

<Introduce self as evaluator for the *Safe Families-Safe Homes* training on the behalf of the Office of Head Start.>

As you are aware, the Office of Head Start is conducting an evaluation of the *Safe Families-Safe Homes* training to inform future efforts in improving the ability of Head Start/Early Head Start programs to address and mitigate the effects of domestic violence in the lives of young children and families.

CONFIRM INTERVIEW DATE/TIME

I am calling to schedule a time to go through a few questions with you which I anticipate would take from 45 minutes to an hour to discuss. If you like, we can go through the questions now; but for your convenience, we can schedule for a better time as well.

<Discuss dates and times for the interview.>

To help with our evaluation, our conversation will be recorded. Of course, any information you share will not be related back to you in our reports, but it will be necessary to record the call for our analyses.
<Provide conference call line number or line at which call may be recorded.>

Thank you for making time to discuss your experiences with the training sessions on <date> at <time>. I look forward to speaking with you then!

Thank you very much for your time! Good bye!