
Attachment J
National Reach Survey Consent

Informed Consent Form
Evaluation of the National Child Traumatic Stress Initiative
National Reach Survey

The Center for Mental Health Services in the United States Department of Health and Human Services is sponsoring a national evaluation of the National Child Traumatic Stress Initiative (NCTSI). The NCTSI funds specialized centers across the nation to develop and use trauma-informed services, approaches and systems to meet the special needs of children and adolescents that have been exposed to *traumatic experiences*. By *traumatic experiences* we are referring to a variety of events including physical, sexual, or emotional abuse; neglect; community violence; domestic violence; disaster; terrorism; trauma due to war or displacement, medical trauma, or grief/loss.

The current study is designed to learn about how child-serving organizations/agencies that may or may not be affiliated with the NCTSI serve children and adolescents that have been exposed to traumatic experiences.

Your input is important in helping us to understand whether the activities of the NCTSI have had an impact beyond the communities served by the funded Centers. We are asking you to participate in this study because we believe your organization plays a vital role in developing or providing services for children.

Here are some things we want you to know about completing the survey:

- Whether you choose to complete the survey or not is completely up to you.
- You may stop answering questions at any time, for any reason, and you may choose not to respond to any items you do not want to respond to.
- Completing the survey will take about 30 minutes.
- Any information that you provide will be kept strictly private. Your name, or your agency's name, will not be used in any reports about this survey, and no quotes or demographic information will be used that would identify you individually.
- There will be no direct benefit to you for completing the survey. The risk may be the discomfort some people feel when expressing their attitudes and knowledge.
- A report that combines what is learned from all of the completed surveys will be sent to the Center for Mental Health Services. They may share that report with others at their discretion.

Any questions you have about the study at any time can be answered by Dr. Bhuvana Sukumar at (404) 321-3211 or at bsukumar@icfi.com.

By checking that you agree below, you certify that you have read the above, that you understand its content, and that you freely agree to participate in this project.

I agree

I do not agree

Attachment K
National Reach Survey Email Invitations

**National Reach Survey
E-mail Invitations to Participate**

The e-mail process will occur in four stages: (1) an advanced announcement of survey, (2) a formal invitation that includes the Web-site URL and password, (3) first reminder to non-responders, and (4) a second reminder to non-responders. The e-mails that will be sent are included below:

(1) Announcement of National Reach Survey

Dear [Participant]:

The Center for Mental Health Services in the United States Department of Health and Human Services is sponsoring an evaluation of the National Child Traumatic Stress Initiative (NCTSI). You are being invited to participate in one of the key components of this evaluation--the National Reach Survey. The survey was designed to learn about how community and national organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by this federally funded initiative to increase access to services and interventions for children and families affected by trauma.

In the next two weeks we will be sending you a formal invitation to participate in the survey that will take about 30 minutes, and which can be completed on the web or through mail or through a telephone interview.

We hope that you will chose to participate because the information you provide will contribute to a better understanding of the impact of the federally funded National Child Traumatic Stress Initiative.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
404-321-3211
Email: bsukumar@icfi.com

(2) Invitation to National Reach Survey

Dear [Participant]:

The Center for Mental Health Services in the United States Department of Health and Human Services is sponsoring a cross-site evaluation of the National Child Traumatic Stress Initiative (NCTSI). You are being invited to participate in one of the key components of this evaluation--the National Reach Survey. This survey is designed to learn about how community organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by this federally funded initiative to increase access to services and interventions for children and families affected by trauma.

The survey will take about 30 minutes to complete and contains questions about your agency's familiarity with the NCTSI, whether you have collaborated with any of the NCTSI centers, and about your agency's policies and practices that address the needs of children and adolescents affected by traumatic experiences.

If you think the survey should be directed to someone else in your organization that specializes in children's services, such as a Director of Children's Services, please forward this message to that person.

We hope that you will choose to participate in the survey. Depending on your preference, you may complete the survey in one of three different ways (see instructions below):

- a web-based form, or
- a mail survey, or
- a telephone interview

1. Instructions for Web-based Survey - You can begin the survey by clicking on the web link below, or by typing or pasting the address in to your browser. You will also be asked to provide the Password supplied below to log in to the survey.

URL: <https://www.nctsi-cross-site-eval.com/fm2/login/start.cfm?code=MJF>

Insert Password

2. Instructions for Mail or Telephone Survey – Please send an email indicating your preference to complete the survey by mail or telephone to me at bsukumar@icfi.com and we will either mail the survey or call you to schedule an appointment for a telephone interview.

For questions about completing the survey, please feel free to contact me at (404)321-3211; or at bsukumar@icfi.com. Thank you very much for your assistance.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
404-321-3211
Email: bsukumar@icfi.com

(3) First Reminder of National Reach Survey

Dear [Participant]:

We apologize if you have already sent us your completed survey, but in case you have not, we wanted to remind you that you are being invited to participate in the National Reach Survey—one component of the cross-site evaluation of the National Child Traumatic Stress Initiative (NCTSI). This survey is designed to learn about how community organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by this federally funded initiative to increase access to services and interventions for children and families affected by trauma.

The survey will take about 30 minutes to complete and contains questions about your agency's familiarity with the NCTSI, whether you have collaborated with any of the NCTSI centers, and about your agency's policies and practices that address the needs of children and adolescents affected by traumatic experiences.

If you think the survey should be directed to someone else in your organization that specializes in children's services, such as a Director of Children's Services, please forward this message to that person.

We hope that you will choose to participate in the survey. Depending on your preference, you may complete the survey in one of three different ways (see instructions below):

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- a mail survey, or
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URL: <https://www.nctsi-cross-site-eval.com/fm2/login/start.cfm?code=MJF>

Insert Password

2. Instructions for Mail or Telephone Survey – Please send an email indicating your preference to complete the survey by mail or telephone to me at bsukumar@icfi.com and we will either mail the survey or call you to schedule an appointment for a telephone interview.

For questions about completing the survey, please feel free to contact me at (404)321-3211; or at bsukumar@icfi.com. Thank you very much for your assistance.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
404-321-3211
Email: bsukumar@icfi.com

(4) Second Reminder of National Reach Survey

Dear [Participant]

We hope you do not find this e-mail to be intrusive, but we wanted to extend one final opportunity for you to participate in the National Reach Survey, which is designed to learn about how community organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by the federally-funded National Child Traumatic Stress Initiative.

The survey will take about 30 minutes to complete and contains questions about your agency's familiarity with the NCTSI, whether you have collaborated with any of the NCTSI centers, and about your agency's policies and practices that address the needs of children and adolescents affected by traumatic experiences.

If you think the survey should be directed to someone else in your organization that specializes in children's services, such as a Director of Children's Services, please forward this message to that person.

We hope that you will choose to participate in the survey. Depending on your preference, you may complete the survey in one of three different ways (see instructions below):

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URL: <https://www.nctsi-cross-site-eval.com/fm2/login/start.cfm?code=MJF>

Insert Password

2. Instructions for Mail or Telephone Survey – Please send an email indicating your preference to complete the survey by mail or telephone to me at bsukumar@icfi.com and we will either mail the survey or call you to schedule an appointment for a telephone interview.

For questions about completing the survey, please feel free to contact me at (404)321-3211; or at bsukumar@icfi.com. Thank you very much for your assistance.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
404-321-3211
Email: bsukumar@icfi.com

(5) Second Reminder of National Reach Survey Modified:

Dear [Participant]

We hope you do not find this e-mail to be intrusive, but we wanted to extend one final opportunity for you to participate in the National Reach Survey, which is designed to learn about how community organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by the federally-funded National Child Traumatic Stress Initiative.

The survey will take about 30 minutes to complete and contains questions about your agency's familiarity with the NCTSI, whether you have collaborated with any of the NCTSI centers, and about your agency's policies and practices that address the needs of children and adolescents affected by traumatic experiences.

If you think the survey should be directed to someone else in your organization that specializes in children's services, such as a Director of Children's Services, please forward this message to that person.

We hope that you will choose to participate in the survey. Depending on your preference, you may complete the survey in one of two different ways (see instructions below):

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URL: <https://www.nctsi-cross-site-eval.com/fm2/login/start.cfm?code=MJF>

Insert Password

2. Instructions for Mail or Telephone Survey – Please send an email indicating your preference to complete the survey by mail or telephone to me at bsukumar@icfi.com and we will either mail the survey or call you to schedule an appointment for a telephone interview.

For questions about completing the survey, please feel free to contact me at (404)321-3211; or at bsukumar@icfi.com. Thank you very much for your assistance.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
404-321-3211
Email: bsukumar@icfi.com

Attachment L
ETSC Invitation

**Evidence-based Practice (EBP) and Trauma-informed System Change Survey
E-mail Invitations to Participate**

The e-mail process will occur in four stages: (1) an advanced announcement of survey, (2) a formal invitation that includes the Web-site URL and password, (3) first reminder to non-responders, and (4) a second reminder to non-responders. The e-mails that will be sent are included below:

(1) Announcement of ETSC Survey

Dear [Participant]:

The Center for Mental Health Services in the United States Department of Health and Human Services is sponsoring an evaluation of the National Child Traumatic Stress Initiative (NCTSI). You are being invited to participate in one of the key components of this evaluation--the National Impact Survey. The survey was designed to learn about how community and national organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by this federally funded initiative to increase access to services and interventions for children and families affected by trauma.

In the next two weeks we will be sending you a formal invitation to participate in the survey that will take about 30 minutes, and which can be completed on the web or through mail or through a telephone interview.

We hope that you will chose to participate because the information you provide will contribute to a better understanding of the impact of the federally funded National Child Traumatic Stress Initiative.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
404-321-3211
Email: bsukumar@icfi.com

(2) Invitation to ETSC

Dear [Participant]:

The Center for Mental Health Services in the United States Department of Health and Human Services is sponsoring a cross-site evaluation of the National Child Traumatic Stress Initiative (NCTSI). You are being invited to participate in one of the key components of this evaluation--the National Impact Survey. This survey is designed to learn about how community organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by this federally funded initiative to increase access to services and interventions for children and families affected by trauma.

The survey will take about 30 minutes to complete and contains questions about your agency's familiarity with the NCTSI, whether you have collaborated with any of the NCTSI centers, and about your agency's policies and practices that address the needs of children and adolescents affected by traumatic experiences.

If you think the survey should be directed to someone else in your organization that specializes in children's services, such as a Director of Children's Services, please forward this message to that person.

We hope that you will choose to participate in the survey. Depending on your preference, you may complete the survey in one of three different ways (see instructions below):

- a web-based form, or
- a mail survey, or
- a telephone interview

1. Instructions for Web-based Survey - You can begin the survey by clicking on the web link below, or by typing or pasting the address in to your browser. You will also be asked to provide the Password supplied below to log in to the survey.

URL: <https://www.nctsi-cross-site-eval.com/fm2/login/start.cfm?code=MJF>

Insert Password

2. Instructions for Mail or Telephone Survey – Please send an email indicating your preference to complete the survey by mail or telephone to me at bsukumar@icfi.com and we will either mail the survey or call you to schedule an appointment for a telephone interview.

For questions about completing the survey, please feel free to contact me at (404)321-3211; or at bsukumar@icfi.com. Thank you very much for your assistance.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
404-321-3211
Email: bsukumar@icfi.com

(3) First Reminder of ETSC Survey

Dear [Participant]:

We apologize if you have already sent us your completed survey, but in case you have not, we wanted to remind you that you are being invited to participate in the National Impact Survey—one component of the cross-site evaluation of the National Child Traumatic Stress Initiative (NCTSI). This survey is designed to learn about how community organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by this federally funded initiative to increase access to services and interventions for children and families affected by trauma.

The survey will take about 30 minutes to complete and contains questions about your agency's familiarity with the NCTSI, whether you have collaborated with any of the NCTSI centers, and about your agency's policies and practices that address the needs of children and adolescents affected by traumatic experiences.

If you think the survey should be directed to someone else in your organization that specializes in children's services, such as a Director of Children's Services, please forward this message to that person.

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Insert Password

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For questions about completing the survey, please feel free to contact me at (404)321-3211; or at bsukumar@icfi.com. Thank you very much for your assistance.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
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Email: bsukumar@icfi.com

(4) Second Reminder of ETSC Survey

Dear [Participant]

We hope you do not find this e-mail to be intrusive, but we wanted to extend one final opportunity for you to participate in the National Impact Survey, which is designed to learn about how community organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by the federally-funded National Child Traumatic Stress Initiative.

The survey will take about 30 minutes to complete and contains questions about your agency's familiarity with the NCTSI, whether you have collaborated with any of the NCTSI centers, and about your agency's policies and practices that address the needs of children and adolescents affected by traumatic experiences.

If you think the survey should be directed to someone else in your organization that specializes in children's services, such as a Director of Children's Services, please forward this message to that person.

We hope that you will choose to participate in the survey. Depending on your preference, you may complete the survey in one of three different ways (see instructions below):

- a web-based form, or
- a mail survey, or
- a telephone interview

1. Instructions for Web-based Survey - You can begin the survey by clicking on the web link below, or by typing or pasting the address in to your browser. You will also be asked to provide the Password supplied below to log in to the survey.

URL: <https://www.nctsi-cross-site-eval.com/fm2/login/start.cfm?code=MJF>

Insert Password

2. Instructions for Mail or Telephone Survey – Please send an email indicating your preference to complete the survey by mail or telephone to me at bsukumar@icfi.com and we will either mail the survey or call you to schedule an appointment for a telephone interview.

For questions about completing the survey, please feel free to contact me at (404)321-3211; or at bsukumar@icfi.com. Thank you very much for your assistance.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
404-321-3211
Email: bsukumar@icfi.com

(5) Second Reminder of ETSC Survey Modified:

Dear [Participant]

We hope you do not find this e-mail to be intrusive, but we wanted to extend one final opportunity for you to participate in the National Impact Survey, which is designed to learn about how community organizations (i.e., mental health, child welfare, juvenile justice, schools, hospitals, emergency/crisis response, and law enforcement) have been impacted by the federally-funded National Child Traumatic Stress Initiative.

The survey will take about 30 minutes to complete and contains questions about your agency's familiarity with the NCTSI, whether you have collaborated with any of the NCTSI centers, and about your agency's policies and practices that address the needs of children and adolescents affected by traumatic experiences.

If you think the survey should be directed to someone else in your organization that specializes in children's services, such as a Director of Children's Services, please forward this message to that person.

We hope that you will choose to participate in the survey. Depending on your preference, you may complete the survey in one of two different ways (see instructions below):

- a web-based form, or
- a mail survey, or
- a telephone interview

1. Instructions for Web-based Survey - You can begin the survey by clicking on the web link below, or by typing or pasting the address in to your browser. You will also be asked to provide the Password supplied below to log in to the survey.

URL: <https://www.nctsi-cross-site-eval.com/fm2/login/start.cfm?code=MJF>

Insert Password

2. Instructions for Mail or Telephone Survey – Please send an email indicating your preference to complete the survey by mail or telephone to me at bsukumar@icfi.com and we will either mail the survey or call you to schedule an appointment for a telephone interview.

For questions about completing the survey, please feel free to contact me at (404)321-3211; or at bsukumar@icfi.com. Thank you very much for your assistance.

Sincerely,

Bhuvana Sukumar, Ph.D.
ICF Macro
3, Corporate Square
Atlanta, GA-30329.
404-321-3211
Email: bsukumar@icfi.com

Attachment M
ETSC Consent

Informed Consent Form

National Child Traumatic Stress Initiative Evaluation EBP AND TRAUMA-INFORMED SYSTEM CHANGE SURVEY

The Center for Mental Health Services in the Substance Abuse and Mental Health Services Administration (SAMHSA) of the United States Department of Health and Human Services is sponsoring a national evaluation of the National Child Traumatic Stress Initiative (NCTSI), which includes the National Child Traumatic Stress Network (NCTSN). You are invited to participate in this evaluation because you recently collaborated with or received training from a Federally-funded NCTSN center.

Your input is important in improving understanding of how the NCTSN is working to collaborate with other child-serving systems, and to provide trauma-related training to human service providers across services disciplines throughout the country (human service providers include a wide range of community-based professionals who interact frequently with children and engage in multiple activities, from prevention to screening, early identification, and the provision of clinical interventions; such providers may include mental health professionals, teachers, child welfare staff, juvenile justice staff, health care providers and first responders). These same questions are being asked of other collaborating agencies and training participants.

Here are some things we want you to know about completing the survey:

- Whether you choose to complete the survey or not is completely up to you.
- Upon completion of the survey, you will receive a \$20 gift certificate to thank you for your time and attention to this important matter.
- You may stop answering questions at any time, for any reason, and you may choose not to respond to any items that you do not want to respond to.
- Completing the survey will take about 30 minutes.
- The information gathered in this survey will be kept private and your responses will not be linked back to you.
- There will be no direct benefit to you from participating in this evaluation. There are no foreseeable risks associated with participation in this survey.
- A report that combines what is learned from all of the completed surveys will be sent to the children's mental health services program director at the center that provided training to you and other program partners. They may share that report with others at their discretion.
- Any questions you have about the study can be answered by Bhuvana Sukumar of ICF Macro in Atlanta, Georgia. Contact at (404) 321-3211 or by emailing: BSukumar@icfi.com.

By completing and submitting the survey, you certify that you have read the above, that you understand its content, and that you freely agree to participate in this survey.

Thank you in advance for your willingness to participate.

Attachment N
Sustainability Survey Invitation

Introduction E-mail: Affiliate Center Survey

Dear [insert Center Director]:

As part of the national evaluation of the National Child Traumatic Stress Initiative (NCTSI), funded by the Substance Abuse and Mental Health Services Administration (SAMHSA), the national evaluation is conducting a special study on sustaining National Child Traumatic Stress Network (NCTSN) centers.

The study is designed to assess factors impacting the ability of federally funded NCTSN centers to maintain their center activities after Federal funding ends. The goal is to provide information that will be useful to NCTSN centers, as well as to Federal, State, and local policymakers, to enhance sustainability. The study approach involves learning from the experience of affiliate centers in order to assist current and future grantees to maximize the likelihood that their centers will be maintained over time.

The study method will involve a Web-based survey to be completed by key stakeholders at centers that received Federal funding from SAMHSA. Two stakeholders in each community will be asked to complete the Web-based survey: the current or former center project director and the current or former lead evaluator. The Web-based survey should take no more than 60 minutes to complete. You will be able to stop and restart the survey, if you do not have enough time to finish the survey at one time.

If you choose to participate in our survey, you will be entered into a contest to receive a \$50 Amazon gift card. If you have any questions regarding this study, please contact me at the information provided below.

Very truly yours,

CONTACT

E-mail Sent With Affiliate Center Survey Link

Thank you again for agreeing to participate in this study on sustainability of National Child Traumatic Stress Network (NCTSN) centers. As a key member of your center familiar with service delivery, your help will allow us to better understand factors and strategies for maintaining center activities after Federal grant funding ends. The national evaluation of the National Child Traumatic Stress Initiative (NCTSI), needs your help to understand these issues and is interested in your answers to questions related to your center.

This survey is being conducted by ICF Macro as part of the NCTSI funded by the Substance Abuse and Mental Health Services Administration (SAMHSA).

This important Federal effort is working hard to improve trauma-informed mental health services for children and families, and gathering information from you, is critical to this mission. This survey should take about 60 minutes to complete. However, you will be able to stop and restart the survey, if you do not have enough time to finish the survey at one time. While the completion of this survey is voluntary, a true understanding of experiences from the field is difficult without your information.

For your convenience, we have made the survey available on the Web. You can complete the survey at the following Internet address:

<https://secure.macroiinternational.com/SustainabilityV/>

When you reach this Web site, you will be asked to type in a username and password. These will insure that only those selected can participate in the survey. Your username and password are:

Username: _____

Password: _____

We will only use the username and password for security and for keeping track of response rates. All responses will be kept private.

Thank you in advance for your willingness to participate in this study and to share your experience and insights related to the critical issue of maintaining NCTSN centers. For agreeing to participate in our survey, you will be entered into a contest to receive a \$50 Amazon gift card.

Sincerely,

CONTACT

First Reminder E-mail

Recently we wrote to you about a survey on sustaining National Child Traumatic Stress Network (NCTSN) centers and sent you the Internet address, username, and password to the survey. This study is being conducted as part of the national evaluation of the National Child Traumatic Stress Initiative (NCTSI), and is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). We sent the survey to you as a member of a select group of individuals familiar with NCTSN center activities. To the best of our knowledge, you have not yet completed the survey. Completing the survey will take about 60 minutes. You will be able to stop and restart the survey, if you do not have enough time to finish the survey at one time. We understand that you are busy and may not have had the time to complete it. Yet, we would greatly appreciate hearing from you. For agreeing to participate in our survey, you will be entered into a contest to receive a \$50 Amazon gift card.

If you have any questions, please contact **CONTACT** at ICF Macro at (404) 321-3211 or at **CONTACT E-MAIL**.

If you have already completed the sustainability survey, please accept our sincere thanks. If not, please consider doing so today. We are very grateful for your help.

Again, if you have any questions, or need additional information, please do not hesitate to contact us.

Sincerely,

CONTACT

Second Reminder – E-mail

About two weeks ago, we wrote you about a survey on sustaining National Child Traumatic Stress Network (NCTSN) centers. This survey is being conducted as part of the national evaluation of the National Child Traumatic Stress Initiative (NCTSI). This important Federal effort to improve trauma-informed mental health services for children and families is funded by Substance Abuse and Mental Health Services Administration (SAMHSA). To the best of our knowledge, you have not yet completed the survey.

As a reminder, you can complete the survey at the following Internet address (just click on this link or copy the address into your Internet browser):

<https://secure.macroiinternational.com/SustainabilityV/>

When you reach this Web site, you will be asked to type in your username and password. Your username and password are:

Username: _____

Password: _____

If you have already completed the sustainability survey, please accept our sincere thanks. If not, please consider doing so today—it will only take 60 minutes. You will be able to stop and restart the survey, if you do not have enough time to finish the survey at one time. Although your completion of this survey is completely voluntary, we are very grateful for your help. As a token of our appreciation for your participation, you will be entered into a contest to receive a \$50 Amazon gift card.

If you have any questions, or need additional information, please contact me at (404) 321-3211 or at [CONTACT E-MAIL](#).

Sincerely,

[CONTACT](#)

Third Reminder E-mail

About three weeks ago, we sent you the Internet address, username, and password to a survey on sustaining National Child Traumatic Stress Network (NCTSN) centers. This survey is being conducted as part of the national evaluation of the National Child Traumatic Stress Initiative (NCTSI) funded by Substance Abuse and Mental Health Services Administration (SAMHSA). To the best of our knowledge, you have not yet completed the survey.

You may recall that you can complete the survey at the following Internet address (just type the address into your Internet browser):

<https://secure.macroiinternational.com/SustainabilityV/>

When you reach this Web site, you will be asked to type in a username and password. These will insure that only those selected can participate in the survey. Your username and password are:

Username: _____

Password: _____

If you have already completed the sustainability survey, please accept our sincere thanks. If not, please consider doing so today—it will only take 60 minutes. You will be able to stop and restart the survey, if you do not have enough time to finish the survey at one time. Your participation in this study is completely voluntary, and your responses will be kept private. The username and password are used only for security and to keep track of response rates. As a token of our appreciation for your participation, you will be entered into a contest to receive a \$50 Amazon gift card.

If you have already completed the sustainability survey, please accept our sincere thanks. If not, please consider doing so today. Once again, we would be happy to address any questions or concerns you have about this survey. Please feel free to contact me at (404) 321-3211 or at **CONTACT E-MAIL**. We truly appreciate your participation in this study.

Sincerely,

CONTACT

Survey Log-in Page

Thank you again for agreeing to participate in this study on sustainability of National Child Traumatic Stress Network (NCTSN) centers. You are a key member of your center familiar with service delivery. We are interested in your answers to questions about your center. Your help will allow us to better understand factors and strategies for maintaining center activities after Federal grant funding ends.

This survey is being conducted by ICF Macro as part of the National Child Traumatic Stress Initiative (NCTSI) funded by the Substance Abuse and Mental Health Services Administration (SAMHSA).

This important Federal effort is working to improve trauma-informed mental health services for children and families. Gathering information from you is critical to this mission. Completing the survey will take about 60 minutes. You can stop and restart the survey, if you do not have enough time to finish the survey at one time. Completing the survey is voluntary. You can stop at any time. However, a true understanding of experiences in each community will be difficult without your information.

Entering your Username and Password

Completing this survey is limited to selected individuals who have been assigned a username and password. Usernames and passwords are for security purposes. They ensure that only people meeting survey requirements complete the survey, and that only people who have not completed the survey receive reminder letters. Every effort has been made to ensure the security of the information you provide in this survey. Your responses to the survey are not stored on your personal computer. The survey is operated under a secure server and all information provided is encrypted.

Survey responses will be kept private and will only be reported along with other responses. No individuals will be identified in reports.

To begin the survey, enter your username and password (provided in the email you received about the survey) in the fields below.

By entering your username and password, you agree to participate in this study.

Username: _____

Password: _____

When you click on Enter, you will be directed to the Informed Consent Form screen where you will be given a choice to continue with the survey or to decline to participate.

If you have any questions about the survey, please **CONTACT** at ICF Macro by telephone 404-321-3211, or by email: **CONTACT E-MAIL**.

Informed Consent Form

The Substance Abuse and Mental Health Services Administration (SAMHSA) in the United States Department of Health and Human Services (HHS) is sponsoring a national evaluation of the National Child Traumatic Stress Initiative (NCTSI). As you may know, the NCTSI funds specialized centers across the nation to develop and use trauma-informed services, approaches and systems to meet the special needs of children and adolescents that have been exposed to traumatic experiences.

The current study will assess factors impacting the ability of federally funded NCTSN centers to maintain their center activities after Federal funding ends. The goal is to provide information that will be useful to NCTSN centers, as well as to Federal, State, and local policymakers, to enhance sustainability. The study approach involves learning from the experience of affiliate centers in order to assist current and future grantees to maximize the likelihood that their centers will be maintained over time.

We are asking you to participate in this study because as a key member of your center familiar with service delivery, your help will allow us to better understand factors and strategies for maintaining center activities after Federal grant funding ends. The national evaluation of the National Child Traumatic Stress Initiative (NCTSI) needs your help to understand these issues and is interested in your answers to questions related to your center.

Here are some things we want you to know about completing this survey:

- Completing this survey is completely voluntary.
- You may choose not to answer any question or to stop answering questions at any time, for any reason.
- Completing the survey will take approximately 60 minutes. You may stop and restart the survey. You can stop the survey by closing your internet browser. All of your responses to that point will be saved. To continue the survey, reenter your name and password on the survey website to continue the survey where you left off.
- Any information that you provide will be kept strictly private. No one other than project staff will know who you are and what answers you gave. Any reports from this survey will report results in group form. Your name will not be used in any reports about this survey, and no quotes will be used that will identify you individually.
- There will be no direct benefit to you from participating in this evaluation. There are no foreseeable risks associated with participation in this survey.
- A report that combines what is learned from all of the completed surveys will be sent to the children's mental health services program director and other program partners. They may share that report with others at their discretion.

Any questions you have about the study can be answered at anytime by **CONTACT** at ICF Macro at (404) 321-3211, or at **CONTACT E-MAIL**.

Thank You Note

Thank you so much for completing the recent survey on sustainability efforts of National Child Traumatic Stress Network (NCTSN) centers. Your participation in this study is much appreciated, and your valuable feedback will be used to provide information that will be useful to NCTSN centers, as well as to Federal, State, and local policymakers, to enhance sustainability.

You will be entered into a drawing to receive a \$50 Amazon gift card as a small token of thanks for participating in the survey. feel free to contact me if you have any questions or concerns about the study.

Thanks again for your help in understanding factors and strategies for maintaining center activities!

Sincerely,

CONTACT

Attachment O
Sustainability Survey Consent

Sustainability Survey - Informed Consent Form

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