

**Instrument 6: Guide to Introductory Call with the Tribal TANF-CW Grantees**

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## **GUIDE TO INTRODUCTORY CALL WITH THE TRIBAL TANF-CW GRANTEES**

### **Guide for the Study Team**

*This guide provides a general list of the main topics for the study team to cover in the introductory calls with the grantees. These calls will cover the main topics listed but will be individualized to each grantee.*

*Please inform the grantee's point of contact: We anticipate that our discussion today will take less than one hour. Your participation in this call is voluntary, and your participation in the study we plan to discuss is voluntary.*

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#### **Key points to cover during the discussion:**

- Introductions
- We are following up on the letter that the Office of Family Assistance (OFA) sent to you about the descriptive study of the Tribal TANF – Child Welfare Coordination projects
- Briefly describe the descriptive study and the study team's role with the grantees
- Negotiate a preferred schedule, format, and participants for regularly occurring update calls
- Obtain general information as to the status of grantee's startup activities and schedule of program activities/implementation in order to determine best timeframes for the first site visit
- Discuss the purpose and timing of the first site visit including:
  - Purpose of the site visits
  - Are there any specific tribal protocols to observe when visiting
  - Site visit planning and scheduling
  - Key stakeholders to meet with while on site
  - Discuss tribal procedures that may pertain to data collection during site visits
- Invite and address grantee's questions and/or concerns