

PARENTS AND CHILDREN TOGETHER (PACT) EVALUATION

APPENDIX K

**INVITATIONS AND REMINDERS
LANGUAGE FOR FLYERS, EMAILS, LETTERS, AND TEXT MESSAGES**

THE FOLLOWING PAGE CONTAINS

REMINDER TEXT/ EMAIL FOR RF AND HM FOLLOW-UP SURVEY

FOR USE TO INCREASE FOLLOW-UP SURVEY RESPONSE RATE AFTER:

(3) RF BASELINE SURVEY (FOR STUDY PARTICIPANTS)

(5) HM BASELINE SURVEY (FOR STUDY PARTICIPANTS)

THIS WAS INCLUDED IN PREVIOUS ICR, APPROVED OCTOBER 31, 2012

REMINDER TEXT AND EMAIL MESSAGE

As discussed in Supporting Statement B.2, the following will be relayed to study participants approximately 6 months after random assignment via a text message or email to remind them about the study and to request updated contact information:

“Hello from the PACT study! You completed a telephone interview with us about 6 months ago. We are looking forward to speaking with you again. If you have recently moved or changed your telephone number(s), please respond to this message or call us at 800-XXX-XXXX with your updated contact information. You may also text, email or call us with questions about the study.”

THE FOLLOWING PAGE CONTAINS
INVITATION EMAIL/LETTER FOR ON-LINE SURVEY
FOR USE WITH:
(9) ON-LINE SURVEY (FOR PROGRAM STAFF)

Dear [First Name] [Last Name],

I am writing to request your participation in an important survey as part of your organization's involvement in the Parents and Children Together (PACT) evaluation, funded by the U.S. Department of Health and Human Services, Administration for Children and Families (ACF). This survey is intended for staff members who work on the [FATHERHOOD OR MARRIAGE AND RELATIONSHIP STRENGTHENING PROGRAM] AT [NAME OF ORGANIZATION]. ACF has contracted with Mathematica Policy Research to complete the evaluation.

The PACT evaluation is building knowledge about the effectiveness of Responsible Fatherhood and Healthy Marriage grant programs and is seeking to describe programs to support replication and improvement. This survey will help us understand more about the staff that work in fatherhood and marriage and relationship strengthening programs. The survey will ask questions about training opportunities, mentoring and support, supervision, program resources and service delivery, and your background and prior experience.

Everyone at your agency who spends time working on [RF/HM PROGRAM NAME] is being asked to participate in the survey. It will take about 30 minutes to complete.

Your answers to the survey will be kept private, and your individual responses will not be shared with others in your agency, other state or local agencies, or ACF. Mathematica Policy Research is an independent organization that is collecting and will analyze the data. Results obtained from these surveys will not identify any individual survey participants. Your participation in this study is voluntary.

• Please take a few minutes to complete this important survey online by using this link: [insert link]. Log in using your unique User Name and Password provided below.

User Name: [UserName]

Password: [Password]

If you have any questions about the survey, please contact XXX at Mathematica by email at XXX@mathematica-mpr.com or phone at (XXX) XXX-XXXX.

Sincerely,

This collection of information is voluntary and will be used to learn about [RF/HM PROGRAM NAME]. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-XXXX).

THE FOLLOWING PAGE CONTAINS
REMINDER LETTER/EMAIL FOR ON-LINE SURVEY
FOR USE WITH:
(9) ON-LINE SURVEY (FOR PROGRAM PARTICIPANTS)

Subject: PACT—Staff Survey —Reminder!

Dear [First Name] [Last Name],

We recently sent you an [EMAIL/LETTER] invitation to participate in our survey of staff members working on fatherhood and marriage and relationship strengthening programs. This survey is part of the Parents and Children Together evaluation that is building knowledge about the effectiveness of Responsible Fatherhood and Healthy Marriage grant programs and is seeking to describe programs to support replication and improvement. The survey will ask questions about training opportunities, mentoring and support, supervision, program resources and service delivery, and your background and prior experience.

We have not yet heard from you.

Your response is vital to the success of the survey. We urge you to take the time to complete the survey today by using this link: [insert link]. Log in using your unique User Name and Password provided below.

User Name: [UserName]

Password: [Password]

Your answers to the survey will be kept private, and your individual responses will not be shared with others in your agency, other state or local agencies, or the Department of Health and Human Services. Mathematica Policy Research is an independent organization that is collecting and will analyze the data. Results obtained from these surveys will not identify any individual survey participants. It will take about 30 minutes to complete.

If you have any questions about the survey, please contact XXX by email at XXX@mathematica-mpr.com or phone at (XXX) XXX-XXXX.

Sincerely,

This collection of information is voluntary and will be used to learn about [RF/HM PROGRAM NAME]. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-XXXX).

THE FOLLOWING PAGE CONTAINS

FINAL REMINDER EMAIL/LETTER FOR ON-LINE SURVEY

FOR USE WITH:

(9) ON-LINE SURVEY (FOR PROGRAM STAFF)

Subject: PACT—Staff Survey —Final Reminder!

Dear [First Name] [Last Name],

A couple of weeks ago, we sent you an e-mail invitation to participate in our survey of staff members working on fatherhood and marriage and relationship strengthening programs. This survey is part of the Parents and Children Together evaluation that is building knowledge about the effectiveness of Responsible Fatherhood and Healthy Marriage grant programs and is seeking to describe programs to support replication and improvement.

We have not yet heard from you.

The survey is ending in approximately 5 days. We urge you to take the time to complete the survey today by using this link: [insert link]. Log in using your unique User Name and Password provided below.

User Name: [UserName]
Password: [Password]

Your answers to the survey will be kept private, and your individual responses will not be shared with others in your agency, other state or local agencies, or the Department of Health and Human Services. Mathematica Policy Research is an independent organization that is collecting and will analyze the data. Results obtained from these surveys will not identify any individual survey participants. It will take about 30 minutes to complete.

If you have any questions about the survey, please contact XXX by email at XXX@mathematica-mpr.com or phone at (XXX) XXX-XXXX.

Sincerely,

This collection of information is voluntary and will be used to learn about [RF/HM PROGRAM NAME]. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-XXXX).

THE FOLLOWING PAGE CONTAINS
REMINDER EMAIL/LETTER FOR ON-LINE SURVEY –
PARTIAL RESPONDERS

FOR USE WITH:
(9) ON-LINE SURVEY (FOR PROGRAM STAFF)

Subject: PACT—Staff Survey —Reminder!

Dear [First Name] [Last Name],

We recently sent you an [EMAIL/LETTER] invitation to participate in our survey of staff members working on fatherhood and marriage and relationship strengthening programs. This survey is part of the Parents and Children Together evaluation that is building knowledge about the effectiveness of Responsible Fatherhood and Healthy Marriage grant programs and is seeking to describe programs to support replication and improvement.

According to our records, you have started the survey but not yet completed it.

Your response is vital to the success of the survey; we want all viewpoints included.

We urge you to take the time to complete the survey today by using this link: [insert link]. Log in using your unique User Name and Password provided below.

User Name: [UserName]

Password: [Password]

Your answers to the survey will be kept private, and your individual responses will not be shared with others in your agency, other state or local agencies, or the Department of Health and Human Services. Mathematica Policy Research is an independent organization that is collecting and will analyze the data. Results obtained from these surveys will not identify any individual survey participants. It will take about 30 minutes to complete.

If you have any questions about the survey, please contact XXX by email at XXX@mathematica-mpr.com or phone at (XXX) XXX-XXXX.

Sincerely,

This collection of information is voluntary and will be used to learn about [RF/HM PROGRAM NAME]. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-XXXX).

THE FOLLOWING PAGE CONTAINS
FINAL REMINDER EMAIL/LETTER FOR ON-LINE SURVEY –
PARTIAL RESPONDERS

FOR USE WITH:
(9) ON-LINE SURVEY (FOR PROGRAM STAFF)

Subject: PACT—Staff Survey —Final Reminder!

Dear [First Name] [Last Name],

Recently you logged onto the PACT Implementation Study Staff Survey—a survey that will help to build knowledge about the effectiveness of Responsible Fatherhood and Healthy Marriage grant programs and support replication and improvement.

According to our records, you have started the survey but not yet completed it.

Your response is vital to the success of the survey; we want all viewpoints included.

The survey is ending in approximately 5 days. We urge you to take the time to complete the survey today by using this link: [insert link]. Log in using your unique User Name and Password provided below.

User Name: [UserName]

Password: [Password]

Your answers to the survey will be kept private, and your individual responses will not be shared with others in your agency, other state or local agencies, or the Department of Health and Human Services. Mathematica Policy Research is an independent organization that is collecting and will analyze the data. Results obtained from these surveys will not identify any individual survey participants. It will take about 30 minutes to complete.

If you have any questions about the survey, please contact XXX by email at XXX@mathematica-mpr.com or phone at (XXX) XXX-XXXX.

Sincerely,

THE FOLLOWING PAGE CONTAINS

INVITATION EMAIL/LETTER FOR REFERRAL ORGANIZATIONS

FOR USE WITH:

(10) TELEPHONE INTERVIEW GUIDE (FOR PROGRAM STAFF AT REFERRAL ORGANIZATIONS)

DATE

Dear [NAME]:

The Parents and Children Together (PACT) evaluation, funded by the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), is building knowledge about the effectiveness of Responsible Fatherhood and Healthy Marriage grant programs and is seeking to describe programs to support replication and improvement. ACF has contracted with Mathematica Policy Research to complete the evaluation.

We would like to schedule a call with you to discuss how your organization works with [PROGRAM NAME] at [ORGANIZATION NAME]. This discussion will focus on how your organization coordinates with [PROGRAM NAME] to serve individuals that may benefit from either your organization's services or [PROGRAM NAME]'s services. This discussion will last about 30 minutes.

Your participation in this study is voluntary.

Your responses during the discussion will be kept private, and will not be shared with individuals from [PROGRAM NAME] or ACF. Mathematica Policy Research is an independent organization that is collecting and will analyze the data. Results obtained from these surveys will not identify any individuals.

Please respond to [NAME] at [EMAIL] to schedule a call at a convenient time for you. Alternatively, you may call [NAME] at [PHONE NUMBER] to set-up a time.

Thank you in advance for talking with us about your work with [PROGRAM NAME]. We look forward to speaking with you.

Sincerely,

This collection of information is voluntary and will be used to learn about [RF/HM PROGRAM NAME]. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-XXXX).

THE FOLLOWING PAGE CONTAINS

INVITATION FLYER FOR FOCUS GROUPS

FOR USE WITH:

(12) FOCUS GROUP DISCUSSION GUIDE (FOR PROGRAM PARTICIPANTS)

(17) FOCUS GROUP DISCUSSION GUIDE (FOR PROGRAM PARTICIPANTS)

Have you attended [PROGRAM NAME]?

If so, Mathematica Policy Research, a national research company, invites you to attend an upcoming discussion group. We want to hear about your experience in [PROGRAM NAME]...

- ❖ What have you learned about [PARENTING, BUILDING RELATIONSHIPS WITH YOUR CHILDREN/PARTNER, OBTAINING EMPLOYMENT]?
- ❖ Did you enjoy the experience?
- ❖ Do you think [PROGRAM NAME] has been helpful to you?

Your thoughts could help us learn how to make [PROGRAM NAME] even better!

A private discussion group lasting about 90 minutes will be held at:

[LOCATION]

On [DATE]

At [TIME]

To thank you for your time and for attending, each participant will receive \$25.

If you are interested in participating or would like more information, please call us toll free at [PHONE NUMBER], no later than [DATE]. When calling, please mention that you are interested in the "PACT Participant Discussion Group" on [DATE].

**Space is limited, so contact us immediately!
Participants will be selected on a first come, first served basis.**

This collection of information is voluntary and will be used to learn about [RF/HM PROGRAM NAME]. Public reporting burden for this collection of information is estimated to average 90 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-XXXX).

THE FOLLOWING PAGE CONTAINS

REMINDER EMAIL/LETTER FOR FOCUS GROUPS

FOR USE WITH:

(12) FOCUS GROUP DISCUSSION GUIDE (FOR PROGRAM PARTICIPANTS)

(17) FOCUS GROUP DISCUSSION GUIDE (FOR PROGRAM PARTICIPANTS)

DATE

Dear [NAME]:

This [EMAIL/LETTER] is to remind you about an upcoming discussion group on [DATE] at [TIME]. The discussion group will be held at [LOCATION]. It will take approximately 90 minutes, and you will be given \$25 to thank you for your time.

The discussion group is part of the Parents and Children Together (PACT) study sponsored by the Administration for Children and Families (ACF). The purpose of this study is to see if people are helped by programs such as [PROGRAM NAME]. The discussion group will be conducted by Mathematica Policy Research, an independent research organization.

Your participation in this study is voluntary. The time required to complete this discussion is estimated to be about 90 minutes.

Everything you say during our conversation will be kept private and we won't use your name or any other identifying information when we report the results of our study. You may also choose to not answer any question you do not want to answer.

If you have any questions, please call [CONTACT PERSON] at [PHONE NUMBER],. Thank you for agreeing to participate—we look forward to speaking with you soon and hearing about your experiences at [PROGRAM NAME]!

Sincerely,

This collection of information is voluntary and will be used to learn about [RF/HM PROGRAM NAME]. Public reporting burden for this collection of information is estimated to average 90 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-XXXX).

THE FOLLOWING PAGE CONTAINS

INVITATION EMAIL/LETTER FOR PROGRAM DROPOUTS

FOR USE WITH:

(13) TELEPHONE INTERVIEW GUIDE (FOR PROGRAM DROPOUTS)

DATE

Dear [NAME]:

Mathematica Policy Research, an independent research company, is conducting an important study to learn more about how [FATHERHOOD/MARRIAGE AND RELATIONSHIP STRENGTHENING] programs like [PROGRAM NAME] help [FATHERS/COUPLES] build better relationships with their children and their families and improve their ability to get a job. The study is sponsored by the Administration for Children and Families (ACF).

We would like to talk with you about your experience with [PROGRAM NAME]. Even if you have not participated in [PROGRAM NAME], we are still interested in talking to you!

Your participation in this study is voluntary. The time required to complete this discussion is estimated to be about 15 minutes.

Everything you say during our conversation will be kept private and we won't use your name or any other identifying information when we report the results of our study. You may also choose to not answer any question you do not want to answer.

- This discussion will be conducted over the phone and it will take about ten minutes.
- Your answers will be kept private and will be used for research purposes only.
- You will receive \$15 to thank you for your participation.

To participate, please call [PHONE NUMBER] and ask for [NAME]. We are available seven days a week, during daytime and evening hours.

Thank you for taking the time to consider our request. We look forward to speaking with you and learning about your experience with [PROGRAM NAME].

Sincerely,

This collection of information is voluntary and will be used to learn about [RF/HM PROGRAM NAME]. Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-XXXX).

THE FOLLOWING PAGE CONTAINS

INVITATION EMAIL/LETTER FOR IN-PERSON IN-DEPTH INTERVIEW

FOR USE WITH:

(14) IN-PERSON, IN-DEPTH INTERVIEW GUIDE (FOR PROGRAM PARTICIPANTS)

DATE

Dear [RESPONDENT'S NAME]

Thank you for participating in the Parents and Children Together or PACT study of responsible fatherhood programs. The US Department of Health and Human Services asked a research team from Mathematica to assist with the study. As part of the PACT study, our staff will be talking in-person to men in different parts of the country who have been involved with programs for fathers like [PROGRAM NAME]. We are inviting you to participate in these conversations. Sharing your views and experiences will make an important contribution to this study and may lead to improvements in programs like [PROGRAM NAME].

We would like to talk to you about your background and life experiences, what it's like to be a father, your relationships, community, and experiences participating in [PROGRAM NAME]. As part of this study, we are asking you to participate in one in-person interview each year during 2013, 2014, and 2015. Each interview will last approximately two hours and will occur at a time and place of your choosing. You will receive \$60 gift card immediately after each completed in-person interview as a token of our appreciation for speaking with us. In addition, there will be two brief 5- to 10-minute check-in telephone calls each year during 2013 and 2014 to hear how things are going for you throughout the year.

Your participation in this study is voluntary. The time required to complete this discussion is estimated to be about two hours.

Everything you say during our conversation will be kept private and we won't use your name or any other identifying information when we report the results of our study. You may also choose to not answer any question you do not want to answer.

A member of Mathematica's research team will call you within the next 1-2 weeks to tell you more about the study, answer your questions, and to discuss your potential participation. If you have any questions about the project, please feel free to contact [CONTACT PERSON] at [PHONE] or [EMAIL].

Sincerely,