

Appendix B
Introductory Recruitment Email

Note: This email will be the first email that we send to CCDF administrators as a part of the recruitment process.

Subject: Let ACF know how your state is using data

Dear [Insert Child Care Administrator Name]:

States are using administrative data in different ways—for planning and reporting, informing policy, and answering questions of interest. The Administration for Children and Families' (ACF) Office of Planning, Research and Evaluation (OPRE) has asked Child Trends to interview CCDF administrators in all the states and territories to learn about how states use administrative data. We want to learn more about any challenges you might face and suggestions about what might be helpful to your state in using administrative data in the future.

We want to talk with you by phone for about 30-45 minutes. We hope to complete interviews by [DATE], so we ask that you reply to this email in the next few days to let us know your interest and availability for a call. We know you are busy and will schedule the call at a day/time that is convenient for you.

The information from these interviews will be used internally by the Child Trends team and OPRE staff to inform the development of supports to help states use early childhood administrative data. No public report will be developed, and the findings will not be discussed publicly. ACF/OPRE staff will not see the information from individual states.

If you have any questions, please contact Kelly Maxwell at kmaxwell@childtrends.org or 919-918-7500.

We know each state and territory is unique, so it's important for us to talk with every CCDF administrator. We also know that you have limited time, so we will do everything possible to make this convenient and easy. Your participation is greatly appreciated, and your perspective will provide important information to inform ACF's work.

Sincerely,

Kelly Maxwell

According to the Paperwork Reduction Act of 1995, 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. The OMB control number for this collection is 0970-0356 and it expires 01/31/2015. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing and replying to recruitment requests and participating in an interview.