

Appendix D Follow-up Recruitment Call Script

Note: This call script will be used if CCDF administrators do not respond to the first two recruitment emails.

Follow-up Call (if the contact person or his/her administrative assistant answers the phone)

Hello, my name is [INSERT NAME], and I am a part of a research team at Child Trends. I'm following-up about an email sent on [INSERT DATE] requesting your participation in a telephone interview to learn about how states and territories use administrative data.

The Administration for Children and Families' (ACF) Office of Planning, Research and Evaluation (OPRE) has asked Child Trends to invite CCDF administrators in all the states and territories to participate in a brief interview that will take 30-45 minutes.

The information will be used internally by Child Trends and OPRE staff to inform the development of resources and supports to help states use early childhood administrative data. No public report will be developed, and the findings will not be discussed publicly. No individual state's information will be shared with OPRE.

Would you be willing to participate?

- *If yes:* Thank you for agreeing to do this. I'd like to find a time to schedule the interview. What is your availability to talk with us over the next two weeks? *(Select a date and time that respondent and interview is available)*

Great, so we'll plan to talk with you on [INSERT DATE] at [INSERT TIME]. We will send you an email with the interview time and a copy of the questions we'll be asking. Thanks again, and have a great day!

- *If no:* Thank you for letting me know. I appreciate your time and consideration. Is there someone else in your agency who would be able to answer questions about how your agency has used administrative data? Would it be possible for us to talk with him/her about participating in this study?
 - *If no:* Ok. Thank you for talking with me today. Have a great day!
 - *If yes:* Great. May we have their contact information? (Take contact information). Thank you for your help. Have a great day!
- *If unsure:* We're hoping to schedule our interviews within the next couple of months and we can be as flexible as possible to fit this into your schedule, if needed. I will plan to call you next week to follow up. Thank you.

Follow-up voicemail script (if the contact person does not pick up)

Hello, my name is [INSERT NAME] and I am a part of a research team at Child Trends. I'm following-up about an email sent on [INSERT DATE] requesting your participation in a 30-45 minute telephone interview to learn more about how states and territories use administrative data. 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 realize that each state and territory is unique, so we hope to be able to talk with each CCDF administrator—and we hope you can find time in your busy schedule to talk with us. Please call me at [INSERT PHONE NUMBER] or email me at [INSERT EMAIL] to schedule an interview time. Thanks and have a great day!

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.