FPRQ Cognitive Interview Protocol Provider Protocol

Introduction

Hi. My name is _____ (and this is _____. ___will be taking notes to help us remember what we cover.)

Before we get started, I want to tell you about the study and what we will be doing today.

INTERVIEWER: READ CONSENT FORM

INTERVIEWER: IF APPROPRIATE, TURN ON TAPE RECORDER.

RECORD DATE:

RECORD START TIME:

INTERVIEWER'S INITIALS:

NOTETAKER'S INITIALS:

CONSENT TO PARTICIPATE OBTAINED:	YES	NO
CONSENT TO RECORD INTERVIEW OBTAINED:	YES	NO

INTERVIEWER: IF NO TO CONSENT TO PARTICIPATE, INTERVIEW CANNOT TAKE PLACE.

Before we get started, I want to go over a few things.

The goal of our study is to develop questions about the quality of relationships between early care and education providers or (preschool) teachers and the parents of the children they care for and teach. We want to make sure that the questions that have been developed are easy to understand and make sense for [providers/teachers/Family Service Workers]. I will ask you to answer questions that have been developed by others and ask for your feedback on them.

I will be asking you to complete the sections of the survey one-by-one. After you complete each section, I will have some follow-up questions. Some of the time, I will ask you what your answer was to a question. Other times, I will ask you why you answered a question the way you did or what a certain term meant to you. Please remember that there are no right or wrong answers.

So that we get the most from your help, it is important that you tell me when something in a question does not make sense to you or seems weird to you in any way. Please tell me if:

a question seems hard to answer, the words in the question are hard to understand, you have a hard time coming up with an answer, the words in the question are not the ones that [teachers/child care providers/Family Service Workers] would use, you think other [teachers/child care providers/Family Service Workers] may not understand, the questions don't apply for the ages of children you work with, you don't have the information to answer the question or if you think other [teachers/providers/Family Service Workers] would not be able to answer.

Any questions?

Okay, let get started.

First, we want to make sure that we are using the right words to describe the work you do.

- Can you briefly describe the work you do?
- > What words or terms do you use to describe the work you do?
 - **o IF NEEDED:** What do you call yourself, or how do you refer to your position?
 - **O ALL:** Is this the same as your job title? If not, what is your job title?
- > Are there any other words or terms that you would use?
- Are there terms or words you don't like when others use to describe you and the work you do?

INTERVIEWER: MAKE SURE TO COLLECT ENOUGH INFORMATION TO KNOW WHETHER THE RESPONDENT IS WORKING IN A HEAD START SETTING.

INTERVIEWER: USE THE WORDS AND PHRASES THAT THE RESPONDENT USED IN PROBES AND FOLLOW-UP QUESTIONS, AS APPROPRIATE.

IF IN-PERSON INTERVIEW: GIVE R QUESTIONNAIRE

IF PHONE INTERVIEW: ENSURE R HAS QUESTIONNAIRE

Let's start with the set of questions on page 1. Please read and answer questions 1 and 2. Take as much time as you need and let me know when you are done.

1. Since September, how often have you met with or talked to parents about the following regarding *their_child*?

		Never	Rarely	Sometimes	Very often
a.	Their child's experiences in the education and care setting				
b.	Their child's abilities				
c.	Their child's learning and development				
d.	Problems their child is having in the education and care setting				
e.	Their child's general behavior				
f.	What to expect at each stage of their child's development				
g.	Goals parents have for their child				
h	How their child is progressing towards goals or developmental milestones				

2. Since September, how often have you talked to or met with parents about the following regarding *themselves*? [MARK ONE BOX IN EACH ROW.]

		Never	Rarely	Sometimes	Very often
a.	Their personal relationship with a spouse or partner				
b.	Their employment status				
c.	Their financial situation				
d.	Their parenting styles				

AFTER RESPONDENT COMPLETES SECTION: Thank you. As I mentioned earlier, I'd like to ask you about how you answered the questions and what the questions meant to you. Before we discuss specific questions, I have some general questions about the section you just answered.

GENERAL PROBES: First, did you notice and read the introduction? The question introduction reads, "Since September, how often have you met with or talked to your childcare provider or teacher about the following?" What did you think this was referring to?

What kinds of things or times were you thinking about when answering this question?

- > IF APPROPRIATE: When you were answering this question did you include:
 o Formal teacher-parent conferences?
 - Informal times that you may have talked such as during drop offs and pick ups?
 - Email communication about these issues?
 - Telephone conversations?

FOR ALL QUESTIONS: When you were answering this set of questions, were you thinking of all families and children you serve, some, a few, just one, or something else?

- Were you thinking about just the families and children that you currently serve, or something else?
 - o IF SOMETHING ELSE: Can you tell me more about that?

1. Since September, how often have you met with or talked to parents about the following regarding *their_child*? [MARK ONE BOX IN EACH ROW.]

		Never	Rarely	Sometimes	Very often
a.	Their child's experiences in the education and care setting				
b.	Their child's abilities				
c.	Their child's learning and development				
d.	Problems their child is having in the education and care setting				
e.	Their child's general behavior				
f.	What to expect at each stage of their child's development				
g.	Goals parents have for their child				
h	How their child is progressing towards goals or developmental				
	milestones				

2. Since September, how often have you talked to or met with parents about the following regarding *themselves*?

	[MARK ONE BOX IN EACH ROW.]				
		Never	Rarely	Sometimes	Very often
a.	Their personal relationship with a spouse or partner				
b.	Their employment status				
c.	Their financial situation				
d.	Their parenting styles				

PROBES:

[Item 1C]: What came to mind as you read the phrase "their child's learning and development" in question 1c?

➤ Is this something you talk with parents about now, something you talked with parents about when their children first started the program/care arrangement, something you have never talked about, or something else?

[Item 1H]: What goals were you thinking about for question 1h, "How their child is progressing towards goals or developmental milestones"?

Before we move on to the next section, can you tell me how you marked your answer? [**INTERVIEWER**: Want to know how R indicated answers (e.g. marked, checked, circled, etc.), and whether R picked one or more categories.] Okay, now let's move onto the next question. Please read and answer questions 3 through 6 on pages 2 and 3. Take as much time as you need and let me know when you are done.

3	Since Sentember	how often have you	ı talked to or met w	ith narents about	the following regar	ding the education	n and care thei	r children receive
J.	since september,	now oncen have you	i taikeu to oi met w	illi parents about	the following regar	ung me euucuuo	n unu cure uner	i chiluren receives

	Never	Rarely	y Sometin	mes Very ofte
Your expectations for the children in your care				
The rules you have for children in your care				
How they feel about the education and care you provide				
How often do you have difficulty communicating with [MARK ONLY ONE BOX.] Never Rarely Sometimes Very often Listed below are some things families may or may not their families do you know the following? I know				
[MARK ONE BOX IN EACH ROW.]				
	None	Som	e Mos	st All
[MARK ONE BOX IN EACH ROW.] If children have siblings		Som	e Mos	st All
If children have siblings If children have other adult relatives living in their househ	olds	Som	e Mos	st All
If children have siblings	olds	Som		st All
If children have siblings If children have other adult relatives living in their househ	olds	Som		st All
If children have siblings If children have other adult relatives living in their househ Their parents' schedules		Som		st All
If children have siblings If children have other adult relatives living in their househ Their parents' schedules The marital status of children's parents	olds	Som		st All
If children have siblings If children have other adult relatives living in their househ Their parents' schedules The marital status of children's parents The employment status of children's parents	olds			st All
If children have siblings If children have other adult relatives living in their househ Their parents' schedules The marital status of children's parents The employment status of children's parents Their financial situation				st All
If children have siblings If children have other adult relatives living in their househ Their parents' schedules The marital status of children's parents The employment status of children's parents Their financial situation The role that faith and religion play in children's househol Their cultures and values What their families do outside of the education and care se encourage their children's learning				
If children have siblings If children have other adult relatives living in their househ Their parents' schedules The marital status of children's parents The employment status of children's parents Their financial situation Their financial situation The role that faith and religion play in children's househol Their cultures and values What their families do outside of the education and care se encourage their children's learning How parents discipline their child	iolds iolds			st All
If children have siblings If children have other adult relatives living in their househ Their parents' schedules The marital status of children's parents The employment status of children's parents Their financial situation The role that faith and religion play in children's househol Their cultures and values What their families do outside of the education and care se encourage their children's learning	iolds iolds			st All

Image: Image:

GENERAL PROBES: Were any of the questions unclear or hard to answer?

IF YES: Tell me more about that.

Okay, now let's move onto the next question. Please read and answer questions 7 and 8 on page **4**. Take as much time as you need and let me know when you are done.

7.	We would like to learn about how you and the families of children	in your program w	ork		
	together.				
	How often are you able to do the following?				
	[MARK ONE BOX IN EACH ROW.]		1	1	
		Never	Rarely	Sometimes	Very often
a.	Answer parents' questions when they come up				
b.	Work with parents to develop strategies they can use at home to			_	
	support their child's learning and development				
c.	Set goals with parents for their child				
d.	Offer parents ideas or suggestions about parenting				
e.	Provide parents the opportunity to give feedback about your				
	performance				

[MARK ONE BOX IN EACH ROW.]

		Strongly disagree	Disagree	Agree	Strongly agree
a.	I am open to using information on new and better ways to teach and				
	care for children.				
<mark>b.</mark>	I prefer to stick to my ways of teaching and caring for children.				
c.	I encourage parents to provide feedback on my care and teaching				
_	practices.				
d.	I encourage parents to make decisions about their children's				
	education and care.				
<mark>e.</mark>	When it comes to children, parents are the experts				

PROBES:

[Item 8A]: Please walk me through how you answered question 8a "I'm open to using information on new and better ways to teach and care for children."

IF NEEDED: What does it mean to be "open to using information"?

What kind or source of information were you thinking about when you read "information on new and better ways to teach or care for children"? **IF NEEDED:** What was your answer to this question? Can you walk me through how you chose that answer?

8.. Please indicate how much you agree or disagree with each of these statements.

		Strongly disagree	Disagree	Agree	Strongly agree
a.	I am open to using information on new and better ways to teach and care for children.				
b. c.	I prefer to stick to my ways of teaching and caring for children. I encourage parents to provide feedback on my care and teaching				
d.	practices. I encourage parents to make decisions about their children's				
e.	education and care. When it comes to children, parents are the experts				

PROBES:

[Item 8B]: What does it mean to "prefer to stick to your ways of teaching and caring for children" in item 8b?

What was your answer to this question? Can you walk me through how you chose that answer?

[Item 8C]: Please walk me through how you answered 8c "I encourage parents to provide feedback on my care and teaching practices."

- Who were you thinking about when you answered this question?
 - Was it one parent, some parents, or all parents? Tell me more about that.

What was your answer to this question? Can you walk me through how you chose that answer?

8.. Please indicate how much you agree or disagree with each of these statements.

	[MARK ONE BOX IN EACH ROW.]		1		1
		Strongly disagree	Disagree	Agree	Strongly agree
a.	I am open to using information on new and better ways to teach and care for children.				
b.	I prefer to stick to my ways of teaching and caring for children.				
c.	I encourage parents to provide feedback on my care and teaching practices.				
d.	I encourage parents to make decisions about their children's education and care.				
e.	When it comes to children, parents are the experts				

PROBES:

[Item 8D] What is question 8d "I encourage parents to make decisions about their children's education and care" trying to get at?

What was your answer? Is this something that you try to do, would like to do, actually do, or don't think is necessary or appropriate?

[Item 8E] Please walk me though how you answered question 8E "When it comes to children, parents are the experts."

➤ What does it mean for a parent to be an "expert"?

IF NEEDED: What does the term "expert" mean to you?

What was your answer to this question? Can you walk me through how you chose that answer?

Okay, now let's move onto the next question. Please read and answer questions 9 through 11 on page 5. Take as much time as you need and let me know when you are done.

9. When planning activities for children in your program, how often are you able to take into account the following?

	[MARK ONE BOX IN EACH ROW.]				
		Never	Rarely	Sometimes	Very often
a.	Information parents share about their children				
b.	Families' values and cultures				

10.. Please indicate how much you agree or disagree with each of these statements.

[MARK ONE BOX IN EACH ROW.]

		Strongly disagree	Disagree	Agree	Strongly agree
a.	Sometimes it is hard for me to support the way parents raise their children.				
b.	Sometimes it is hard for me to support the way parents discipline their children.				
c.	Sometimes it is hard for me to support the goals parents have for their children.				
d	Sometimes it is hard for me to work with people who do not share my beliefs.				

11. People work in care and education settings for many reasons. Please indicate how much you agree or disagree with the following statements:

[MARK ONE BOX IN EACH ROW.]

		Strongly disagree	Disagree	Agree	Strongly agree
a.	I teach and care for children because I enjoy it				
b.	I see this job as just a paycheck				
с.	I teach and care for children because I like being around children				
d.	If I could find something else to do to make a living I would				

PROBES:

[Item 10D]: Please walk me through how you answered question 10d "sometimes it's hard for me to work with people who do not share my beliefs."

- Who were you thinking about when you answered this question?
- What "beliefs" were you thinking about when you read this question?
- Do you feel you know enough about the beliefs of the parents of the children you work with to answer this question?

Okay, now let's move onto the next question. Please read and answer questions 12 through 14 on page 6. Take as much time as you need and let me know when you are done.

12. People vary in what they consider part of their job. Please indicate how much you agree or disagree with the following statements.

Part of my job is to...

[MARK ONE BOX IN EACH ROW.]

		Strongly	disagree	Disagree	Agree	Strongly agree
a.	Help families get services available in the community					
b.	Offer parents information about community events such as fairs					
c.	Respond to issues or questions outside of normal care hours					
d.	Change the care schedule in response to parents' work or school schedules					
e.	Learn new ways to teach and care for children					
f.	Change activities offered to children in response to families' feedback					
g.	Talk to parents about how they raise their children					

13. In the last ten years, have you received training or coursework on how to recognize signs of: [MARK ONE BOX IN EACH ROW.]

		Yes	No
a.	Developmental delays in children		
b.	Child abuse and neglect		
c.	Domestic violence		
d.	Substance abuse		
e.	Depression or mental health issues in parents		
f.	Hunger		

14. If families have a question or a problem comes up during the day, how easy or difficult is it

for them to reach you?	
[MARK ONLY ONE BOX.]	
Very difficult	
Difficult	
Easy	
Very easy	

GENERAL PROBES: Were any of the questions unclear or hard to answer?

IF YES: Tell me more about that.

Okay, now let's move onto the next question. Please read and answer questions 15 through 19 on pages 7 and 8. Take as much time as you need and let me know when you are done.

	[MARK ONE BOX IN EACH ROW.]	Yes	No
	Encouraged families to seek or receive services?	105	110
	Made appointments or arrangements for families to receive services they need?		
	Helped families find services they need?		
6.	Are you of Hispanic or Latino origin?		
	[MARK ONLY ONE BOX.]		
	Yes		
	No		
17.	What is your race?		
	[MARK ALL THAT APPLY.]		
	White		
	Black or African American		
	American Indian or Alaska Native		
	Asian Indian		
	Chinese		
	Filipino		
	Japanese		
	Korean		
	Vietnamese		
	Other Asian		
	Native Hawaiian		
	Guamanian or Chamorro		
	Samoan		
	Other Pacific Islander		
18.	Do you have a Child Development Associate (CDA) credential?		
	[MARK ONLY ONE BOX.]		
	Yes		
	No		
19.	What is the highest level of education you have completed?		
	[MARK ONLY ONE BOX.]		
	Less than a high school diploma		
	High school diploma or GED		
	Some college, no degree		
	Associate's degree		
	Bachelor's degree		
	Graduate school degree		

GENERAL PROBES: Were any of the questions unclear or hard to answer?

IF YES: Tell me more about that.

CONCLUSION - GENERAL PROBES:

Before we end, are there any other aspects about the relationship between parents and those that care for/teach their children that we should have asked about, but didn't?

As we were going through these questions in this whole survey, were there any questions that didn't seem to apply to you, times when the response options didn't match how you wanted to answer, that didn't make sense to you, or that you wanted to comment on that we didn't already talk about?

In general, did these questions make sense for you and the work you do with families and children?

Is there anything else you would like to share about how the questions worked for you or whether you found the questions to be relevant to your experiences?

Thank you for participating in this survey!