

APPENDIX K:

FPRQ Cognitive Interviews - Thank you letter for telephone interviews

October 24, 2013



7315 Wisconsin Avenue, Suite 1200W
Bethesda, MD 20814
Phone (240) 223-9200
Fax (240) 200-1238
www.childtrends.org

[DATE]

Dear _____,

Thank you for agreeing to participate in this important research study to better understand the relationships between Head Start Family Service Workers and the families that they serve. This study is being conducted by Child Trends, a nonprofit research organization in Bethesda, Maryland on behalf of the Office of Planning, Research and Evaluation of the U.S. Department of Health and Human Services. We are in the process of developing a survey about what is important in relationships between Family Service Workers and the families that they serve; we will be conducting a series of interviews with Family Service Workers and parents to help us improve the questions we are working on. Your information and the information you tell us will be kept private to the extent permitted by law.

Enclosed is a packet containing a copy of the questionnaire and other material that we will go over during the interview. We ask that you **do not** review the material before your interview since it is important that we get your feedback on the material as you first read them. During the phone interview, we will ask you to complete the interview one section at a time. At the end of each section or question, we will ask you to describe how you arrived at your answers, what the questions meant to you, and how clear the instructions were to you. Your responses will help us design better questions.

Also, enclosed with this letter is a copy of the consent form which describes the study, your rights as a study participant, and other important information. We ask that **you read** the consent form before the interview. We will also review this form before we begin the interview, and you will have an opportunity to ask any questions before we begin.

We look forward to your interview on [DATE] at [TIME]. Our records show that you gave the following phone number, (XXX-XXX-XXXX) as the number to reach you for the interview. If this changes, please contact us at the number below.

The day before your interview you will also receive a reminder call from Child Trends. If you have any questions, feel free to call 202-553-2900 or the study toll free number 1-888-418-4585. Thank you for your participation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lina Guzman", on a light-colored rectangular background.

Lina Guzman, PhD
Principal Investigator

The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to help develop questions for surveys about relationships between Family Service Workers (FSWs) and the families they work with. Public reporting burden for this collection of information is estimated to average 2.25 hours 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. The OMB control number for this collection is 0970-0355 and it expires 01/31/2015.