

**ATTACHMENT P:**

**CORRESPONDENCE RELATED TO MOTION STUDY**

## **INTRODUCTORY EMAILS**

### **FOR PARENTS**

Dear [parent name]:

We are pleased to let you know that [adolescent name] has been selected to participate in the Motion Sensing Study phase of the Family Life, Activity, Sun, Health, and Eating (FLASHE) Study. [teen name] was randomly selected to be part of this additional activity. The activity involves [teen name] wearing a small monitor on the wrist for seven days in a row. The monitor will record physical activity levels during this time period. The data collected will help the US Department of Health and Human Services better understand the daily physical activity levels of American teenagers. As a thank you, [teen name] will receive [\$20/\$40] for participation in this additional activity.

The activity monitor and instructions will be mailed to your home in the next few days. Please be on the lookout for the package.

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at [XXXXX@Westat.com](mailto:XXXXX@Westat.com) if you have any questions.

We thank you in advance for [adolescent name]'s participation!

Sincerely,

Westat FLASHE Research Team

### **FOR ADOLESCENTS**

Dear [adolescent name]:

We are pleased to let you know that you have been selected to participate in the Motion Sensing Study phase of the Family Life, Activity, Sun, Health, and Eating (FLASHE) Study. The activity involves wearing a small monitor on the wrist for seven days in a row. The monitor will record physical activity levels during this time period. The data collected will help the US Department of Health and Human Services better understand the daily physical activity levels of American teenagers. As a thank you, you will receive [\$20/\$40] for participation in this additional activity.

The activity monitor and instructions will be mailed to your home in the next few days. Please be on the lookout for the package.

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at [XXXXX@Westat.com](mailto:XXXXX@Westat.com) if you have any questions.

We thank you in advance for your participation!

Sincerely,

Westat FLASHE Research Team

## LETTER TO ACCOMPANY DEVICE

Dear [adolescent name]:

Thank you for participating in the Family Life, Activity, Sun, Health, and Eating (FLASHE) study. We greatly value your participation in this important study. As we mentioned in the email that was sent to you, you were randomly selected to participate in the next phase of the project, which is to wear an activity monitor for 7 days.

Enclosed with this letter you will find:

1. activity monitor with strap
2. an activity log
3. instructions for wearing the monitor
4. a pre-paid return envelope

Start wearing your **Activity Monitor** from 8 PM on **[FIRSTTRAVELDAY]** through 8 PM on **[LASTTRAVELDAY]**. Please complete the **Activity Log** for every day that the monitor is worn.

As soon as possible after **[LASTTRAVELDAY]** return the **Activity Monitor and Activity Log** in the postage-paid US Postal Service bubble package. As a thank you for your participation, you will receive [\$20/\$40] for participating in this activity and returning the monitor and log.

This study is being conducted by Westat on behalf of the US Department of Health and Human Services. Participation is voluntary and, as always, the information you provide will be kept private. We will not disclose any personally identifiable information about you and your results will be grouped with those of other people who wear the monitor.

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at [XXXXX@westat.com](mailto:XXXXX@westat.com) if you have any questions.

Thank you again for participating in this study.

Sincerely,

Westat FLASHE Research Team

## INSTRUCTIONS FOR DEVICE

The ActiGraph activity monitor is a small red device worn snugly at your wrist that records when you move and measures how quickly you move. The monitor is safe and uses a rechargeable battery for power. Many studies have used activity monitors.

The activity monitor records body movements during normal daily activities such as walking or jogging. The activity monitor records no other information except time of day. Its battery life is 10 days.

To ensure that measures your follow these have any hesitate to call e-mail the Westat Study team at 1-800-XXX-XXXX or [XXXXX@westat.com](mailto:XXXXX@westat.com).



the activity monitor accurately activity it is important that you instructions carefully. If you questions please do not

**Photograph of the FLASHE** or  
**Physical Activity Monitor**

## **HOW TO USE THE ACTIVITY MONITOR**

- It is very important that you wear the activity monitor **ALL DAY, EVERY DAY beginning at 8 PM on \_\_\_/\_\_\_/\_\_\_ and through 8 PM on \_\_\_/\_\_\_/\_\_\_.**
- Do not wear the monitor when you are showering, bathing, or swimming.
- Please put the monitor on your non-dominant wrist (opposite your writing hand) with the black disk facing toward the fingers.
- Make sure the strap fits you snugly because it will not record your activity accurately if it is loose. Wear the strap tight enough so that the monitor does not move when you are being active.
- You can wear the monitor underneath or over your clothes.
- There is no “ON” or “OFF” switch that you need to worry about turning on or off every day. The monitor runs on a battery and is programmed to run continuously without you needing to turn it on. Please do not try to open the device or it will break.
- At the end of the 7-day period please mail back the monitor and the activity log. You should remove the strap from the monitor, and then place the monitor and activity log in the postage-paid padded envelope that was provided. Drop the

envelope in any United States Postal Service mailbox as soon as possible. Feel free to throw away the strap.

## **REMINDER EMAILS AND TEXTS**

### **Pre-Data Collection Reminders**

#### **Text Message:**

Thank you for participating in FLASHE. Please begin wearing the activity monitor tonight and wear it for 7 days. Questions? Call 1-800-XXX-XXXX

#### **Email Reminder:**

Dear [adolescent name]:

Thank you for participating in the motion study phase of the Family Life, Activity, Sun, Health, and Eating (FLASHE) Survey. You are scheduled to begin using the activity monitor on [DATE]. Please put on the activity monitor at 8 PM on [DATE] using the instructions provided with the monitor. Continue wearing the monitor and fill in the participation log for 7 full days until 8 PM on [DATE].

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at [XXXX@westat.com](mailto:XXXX@westat.com) if you have any questions.

Regards,

Westat FLASHE Research Team

### **Mid-Data Collection reminder**

#### **Text Message:**

Please continue to wear the activity monitor and fill out the activity log. Thank you for participating. Questions? Call 1-800-XXX-XXXX

#### **Email Reminder:**

Dear [adolescent name]:

Thank you for your continuing participation in the Family Life, Activity, Sun, Health and Eating (FLASHE) Survey. This is just a reminder to continue wearing the activity monitor as instructed until 8 PM on [DATE]. Please fill in the activity log and include any comments related to wearing the activity monitor.

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at [XXXXX@westat.com](mailto:XXXXX@westat.com), if you have any questions.

Regards,

Westat FLASHE Research Team

### **Post-Data Collection Reminder 1**

#### **Text Message:**

Thank you for participating in FLASHE. Please remove the monitor today, [DATE] and return using the USPS envelope ASAP. Questions? Call 1-800-XXX-XXXX

**Email Reminder:**

Dear [Adolescent name]:

Thank you for participating in the motion study phase of the Family Life, Activity, Sun, Health and Eating (FLASHE) Survey. Your activity monitor period ended as of [DATE]. Please remove the activity monitor from the wrist strap, place the activity monitor and activity log in the postage paid US Postal Service padded envelope, and return the package via US mail. You can feel free to throw away the strap.

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at XXXXX@westat.com if you have any questions.

Regards,  
Westat FLASHE Research Team

**Additional Post-Data Collection Reminders****Text Message:**

Thank you for participating in FLASHE. Please return the activity monitor and activity log using the USPS envelope ASAP. Questions? Call 1-800-XXX-XXXX

**Email Reminder:**

Dear [adolescent name]:

Thank you for participating in the motion study portion of the Family Life, Activity, Sun, Health and Eating (FLASHE) Survey. According to your records we have not received your activity monitor and we need your help getting it back. Your activity monitor period was over as of [DATE]. Please remove the activity monitor from the wrist strap, place the activity monitor and activity log in the postage paid US Postal Service padded envelope which was sent to you, and return the package via US mail. Once you put the monitor in the envelope and seal it, you can put the envelope in any US mail post box. Please return the monitor even if you never wore it during the activity period.

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at XXXXX@westat.com if you have any questions or if you need another pre-paid envelope.

Regards,  
Westat FLASHE Research Team

**THANK YOU EMAIL**

Dear [adolescent name]:

Thank you very much for participating in the FLASHE Motion Sensing Study! We have received your motion device and will soon be mailing you a [\$20/\$40] thank you for your participation.

Sincerely, Westat FLASHE Research Team

Feel free to contact the Westat FLASHE Research Team at 1-800-XXX-XXXX or at [XXX@westat.com](mailto:XXX@westat.com) if you have any questions.