

ATTACHMENT B1
PROGRAM RECRUITMENT ADVANCE LETTER

MATHEMATICA
Policy Research

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is xxxx-xxxx. The time required to complete this collection of information is estimated to average 9 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the collection of information. This information collection is voluntary. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Mathematica Policy Research, 1100 1st Street, NE, 12th Floor, Washington, DC 20002, Attention: Nikki Aikens.

LETTER TO:

FROM:

DATE:

PAGE: 3

[DATE]

Dear [CENTER DIRECTOR]:

As you may recall, your program participated in the [NAME OF PAST MATHEMATICA STUDY] conducted by Mathematica Policy Research for the Administration for Children and Families (ACF), U.S. Department of Health and Human Services.

We are currently looking for Head Start and Early Head Start programs that are willing to participate in a new study—the Head Start Family Voices Pilot Study. The study is designed to gather in-depth information about the experiences and engagement of families participating in Head Start and Early Head Start. As part of the study, we will develop and pilot test a set of questionnaires that will provide an important resource for future data collection efforts aimed at better understanding family engagement—both from the perspective of families and the home visitors and family services staff who serve them. The study activities will take place during [FILL SPRING MONTHS] of the 2012-2013 program year.

Parents and staff who agree to participate in the study will take part in one-on-one interviews conducted by a member of the Mathematica study team during which they will be asked to share information about their experiences in the program. Interviews will be approximately one hour in duration, and will be conducted either in-person or by phone. Participants will also be asked to complete a brief questionnaire. As a token of our appreciation, Mathematica will provide programs that agree to assist us in recruiting families and staff with a \$200 gift card. Parents will receive a gift card valued at \$20 for completing the interview and questionnaire. Gift cards will be distributed to participating staff or donated to some program activity based on your center's policies.

Please see the enclosed Parent and Staff Consent Forms for additional details about the study. If you are willing to take part in this important pilot study or have any questions about your participation, please contact Felicia Hurwitz at Mathematica Policy Research at (609) 945-3379 or fhurwitz@mathematica-mpr.com. Additionally, one of our study team members will contact you within a few days to discuss your potential participation and answer any questions you may have. Your time and contributions to this important study are greatly appreciated, and we look forward to speaking with you soon.

Sincerely,



Nikki Aikens

Project Director, Head Start Family Voices Pilot Study

ATTACHMENT B2
CONSENT FORM FOR PARENTS

HEAD START FAMILY VOICES PILOT STUDY CONSENT FORM FOR PARENTS

What is the purpose of the study?

The purpose of the Head Start Family Voices Pilot Study is to better understand the experiences and engagement of families participating in Head Start and Early Head Start. As part of the study, a set of questionnaires designed to gather in-depth information on the perspectives of families and staff will be developed.

Who is being invited to participate in the study?

We are inviting staff and parents of children who are currently enrolled in Head Start or Early Head Start programs to take part in the study. Participation is voluntary; refusal to participate in the study will not influence the services you and your child may be receiving. Even if you agree to participate in the study, you may withdraw at any time.

When will the study be conducted?

The study activities in which we are inviting staff and families to participate will take place during [FILL SPRING MONTHS] of the 2012-2013 program year.

What will be asked of parents and staff who agree to participate?

If you agree to participate, you will take part in a one-on-one interview conducted by a member of the Mathematica study team. Interviews will be completed either in person or by phone. You will be asked to share information about your experiences in Head Start/Early Head Start. The interview will last approximately one hour. You will also be asked to complete a short questionnaire about you and your child. We will ask you to complete this questionnaire at the same time as your one-on-one interview. You can skip any questions you prefer not to answer.

How will participants be thanked?

As a token of our appreciation for your participation in the study, you will receive a gift card valued at \$20.

Who is conducting the study?

Mathematica Policy Research is conducting the study for the Administration for Children and Families, U.S. Department of Health and Human Services. Mathematica is a nationally recognized, non-partisan research organization that conducts studies in early childhood education and other public policy areas.

Additional information about Mathematica can be found online

| at <http://www.mathematica-mpr.com>.

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How will Mathematica protect the privacy of study participants?

Mathematica is committed to respecting the privacy of everyone who contributes to this study. A code number will be used on all information we collect from you so that you cannot be identified. Should you agree to take part in the study, all information you share will remain private to the extent permitted by law. No one from your child's program will see or hear your individual responses, and your name will never be associated with or identified in study reports.

How can I get more information about the study?

If you have any questions or would like more information about the study, please contact Felicia Hurwitz at Mathematica Policy Research at 609-945-3379, or via email at fhurwitz@mathematica-mpr.com.

Please read the following statement and fill out the appropriate section.

Yes, I wish to participate in this study.

I understand that my responses will not be associated with me personally in any way. Data from the one-on-one interview will be audio-recorded. The recordings will be stored by Mathematica until the end of the project and when no longer required, at which time they will be destroyed. The information I provide during my interview may be directly quoted in order to illustrate a point, but any specific names or places that I mention will be omitted. If I am selected to complete the interview by phone, I give Mathematica permission to contact me at the number provided below.

I understand that I may choose not to answer specific questions asked during my one-on-one interview by simply stating, "Pass" or "I prefer not to answer." I may also choose not to answer any items on the questionnaire. I have read this form and have received a copy for my records.

Printed Name _____

Signature _____ Date ____/____/____

Phone number _____ Preferred day/time of interview _____

No, I do not wish to participate in this study.

I have read this form and have received a copy for my records.

Printed Name _____

Signature _____ Date ____/____/____

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ATTACHMENT B3
CONSENT FORM FOR PROGRAM STAFF

**HEAD START FAMILY VOICES PILOT STUDY
CONSENT FORM FOR PROGRAM STAFF**

What is the purpose of the study?

The purpose of the Head Start Family Voices Pilot Study is to better understand the experiences and engagement of families participating in Head Start and Early Head Start. As part of the study, a set of questionnaires designed to gather in-depth information on the perspectives of families and staff will be developed.

Who is being invited to participate in the study?

We are inviting staff and parents of children who are currently enrolled in Head Start or Early Head Start programs to take part in the study. Participation is voluntary; refusal to participate in the study will not negatively affect your relationship with your program. Even if you agree to participate in the study, you may withdraw at any time.

When will the study be conducted?

The study activities in which we are inviting staff and families to participate will take place during [FILL SPRING MONTHS] of the 2012-2013 program year.

What will be asked of parents and staff who agree to participate?

If you agree to participate, you will take part in a one-on-one interview conducted by a member of the Mathematica study team. Interviews will be completed either in person or by phone. You will be asked to share information about your experiences in Head Start/Early Head Start. The interview will last approximately one hour. You will also be asked to complete a short questionnaire about your background. We will ask you to complete this questionnaire at the same time as your one-on-one interview. You can skip any questions you prefer not to answer.

How will participants be thanked?

As a token of our appreciation for your participation in the study, a gift card valued at \$20 will be provided according to the program's policies.

Who is conducting the study?

Mathematica Policy Research is conducting the study for the Administration for Children and Families, U.S. Department of Health and Human Services. Mathematica is a nationally recognized, non-partisan research organization that conducts studies in early childhood education and other public policy areas.

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Please read the following statement and fill out the appropriate section.

Yes, I wish to participate in this study.

I understand that my responses will not be associated with me personally in any way. Data from the one-on-one interview will be audio-recorded. The recordings will be stored by Mathematica until the end of the project and when no longer required, at which time they will be destroyed. The information I provide during my interview may be directly quoted in order to illustrate a point, but any specific names or places that I mention will be omitted. If I am selected to complete the interview by phone, I give Mathematica permission to contact me at the number provided below.

I understand that I may choose not to answer specific questions asked during my one-on-one interview by simply stating, "Pass" or "I prefer not to answer." I may also choose not to answer any items on the questionnaire. I have read this form and have received a copy for my records.

Printed Name _____

Signature _____ Date ___/___/___

Phone number _____ Preferred day/time of interview

No, I do not wish to participate in this study.

I have read this form and have received a copy for my records.

Printed Name _____

Signature _____ Date ___/___/___

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ATTACHMENT C1

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