OMB Control Number: 0970-0355

Expiration Date: 1/31/2015

ID:

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: _______

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

YES

YES

NO

NO

CONSENT TO PARTICIPATE OBTAINED:

CONSENT TO RECORD INTERVIEW OBTAINED:

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Before we get started, I want to go over a few things.	
The goal of our study is to develop questions about the quacare and education providers or (preschool) teachers and the and teach. We want to make sure that the questions that has understand and make sense for [providers/teachers/Family answer questions that have been developed by others and a	e parents of the children they care for we been developed are easy to Service Workers]. I will ask you to
I will be asking you to complete the sections of the survey section, I will have some follow-up questions. Some of the was to a question. Other times, I will ask you why you answ what a certain term meant to you. Please remember that the	time, I will ask you what your answer wered a question the way you did or
So that we get the most from your help, it is important that question does not make sense to you or seems weird to you	
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 [teac Service Workers] would use, you think other [teachers/child care providers/Famil understand, the questions don't apply for the ages of children you don't have the information to answer the questi [teachers/providers/Family Service Workers] would	ly Service Workers] may not ou work with, on or if you think other

Any questions?

Okay, let get started.

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

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Let's start with the set of questions on page	1. Please read and answer questions 1 an

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.

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				
<u>.</u>	Their child's general behavior				
	What to expect at each stage of their child's development				
5 .	Goals parents have for their child				
1	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?
 - O Informal times that you may have talked such as during drop offs and pick ups?
 - O Email communication about these issues?
 - O 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?

	B Control Number: 0970-0355 iration Date: 1/31/2015		ID:		_
1.	Since September, how often have you met with or talked to pa	rents about the follo	wing regarding their_cl	hild?	
	[MARK ONE BOX IN EACH ROW.]	Navay	Davely	Cometimes	Vous often
	Their child's experiences in the education and care setting	Never	Rarely	Sometimes	Very often
	Their child's abilities				
	Their child's learning and development				
	Problems their child is having in the education and care setting				
	Their child's general behavior.				
	What to expect at each stage of their child's development				
	Goals parents have for their child				
	How their child is progressing towards goals or developmental				
	milestones				
	Their personal relationship with a spouse or partner				
		Never	Rarely	Sometimes	Very often
	• • • •				
	Their employment status				
	Their parenting styles				
	Their parenting styles				
T	ROBES:				
	CODES.				
I	[Item 1C]: What came to mind as you read the phrase "their child's learning and development" in question 1c?				
It		d the phrase	"their child's	learning and de	evelopment"
It		d the phrase	"their child's	learning and de	evelopment"
It		ents about n ted the progi	ow, something	; you talked wi	th parents

[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.]

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	kay, now let's move onto the next questi ages <mark>2</mark> and 3. Take as much time as you r			-	
3.	Since September, how often have you talked to or met with	n parents about the	following regarding the	education and care the	eir children receive?
	[MARK ONE BOX IN EACH ROW.]				
		Never	Rarely	Sometimes	Very often
a.	Your expectations for the children in your care				
b.	The rules you have for children in your care				
С.	How they feel about the education and care you provide				
4.	How often do you have difficulty communicating with parents [MARK ONLY ONE BOX.] Never				than you?
5.	Listed below are some things families may or may not share we their families do you know the following? I know [MARK ONE BOX IN EACH ROW.]	rith you. Thinking a	bout the children and fa	Most	now many children and
a.	If children have siblings	Tione	John	Wiost	
b.	If children have other adult relatives living in their households				
Ο.	Their parents' schedules				
d.	The marital status of children's parents				
e.	The employment status of children's parents				
f.					
	Their financial situation				
g.	Their financial situation The role that faith and religion play in children's households				
h.	The role that faith and religion play in children's households				
h. i. j.	The role that faith and religion play in children's households Their cultures and values What their families do outside of the education and care setting to encourage their children's learning				
1.	The role that faith and religion play in children's households Their cultures and values What their families do outside of the education and care setting to encourage their children's learning How parents discipline their child				
g. h. i. j. k.	The role that faith and religion play in children's households Their cultures and values What their families do outside of the education and care setting to encourage their children's learning How parents discipline their child Changes happening at home		Rarely	Sometimes	Very often
h. i. j. k.	The role that faith and religion play in children's households Their cultures and values What their families do outside of the education and care setting to encourage their children's learning How parents discipline their child Changes happening at home Health issues their children have such as food allergies or asthma Since September, how often have you been able to do the follo	Never	Rarely	Sometimes	Very often

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

IF YES: Tell me more about that.

Offer parents books and materials on parenting..... d. Suggest activities for parents and children to do together

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Okay, now let's move onto the next question	n Please read	and answer	auestions 7 a	nd 8 on nage
4. Take as much time as you need and let n			•	na o on page
7. We would like to learn about how you and the families of childr			. .	
together.	en in your program wo			
How often are you able to do the following?				
[MARK ONE BOX IN EACH ROW.]	1		1 1	
	Never	Rarely	Sometimes	Very often
Answer parents' questions when they come up				
. Work with parents to develop strategies they can use at home to				
support their child's learning and development				
Set goals with parents for their child				_
l. Offer parents ideas or suggestions about parenting				
Provide parents the opportunity to give feedback about your performance				
·				
8. Please indicate how much you agree or disagree with each of th	ese statements.			
[MARK ONE BOX IN EACH ROW.]			1	•
	Strongly disagree	Disagree	Agree	Strongly agree
a. I am open to using information on new and better ways to teach and	l _			
<mark>care for children.</mark>				
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				

PROBES:

e. When it comes to children, parents are the experts

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[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"?

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IF NEEDED: What was your answ	ver to this question? Can you walk me through how

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

you chose that answer?

	[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.				
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 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?
 - O Was it one parent, some parents, or all parents? Tell me more about that.

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>	What was your answer to this question? C	Can you walk me through how you
	ancwar?	

chose that answer?

8	Please indicate how much you agree or disagree with each of [MARK ONE BOX IN EACH ROW.]	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.	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?

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

	[MARK ONE BOX IN EACH ROW.]	Nev	or .	Danah	Sometimes	Voyy often	
 a.	Information parents share about their children	Nev	er	Rarely	Sometimes	Very often	
	Families' values and cultures						
<u>, </u>	runnes vancs and caracts						
10	Please indicate how much you agree or disagree with each of the	se 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 reason agree or disagree with the following statements: [MARK ONE BOX IN EACH ROW.]	Strongly		Disagree	Agree	Strongly agree	
a.	I teach and care for children because I enjoy it						
b.	I see this job as <i>just</i> a paycheck						
c.	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						
[It	ROBES: tem 10D]: Please walk me through how to work with people who do not share re-			question 10a	l "sometimes	it's hard for	
	Who were you thinking about when you answered this question?						
	What "beliefs" were you thinking about when you read this question?						

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paş	ay, now let's move onto the next questio ge 6. Take as much time as you need and People vary in what they consider part of their job. Please ind disagree with the following statements. Part of my job is to [MARK ONE BOX IN EACH ROW.]	let me know v		done.	
		Strongly disagree	Disagree	Agree	Strongly agree
	Help families get services available in the community				
	Offer parents information about community events such as fairs				
	Respond to issues or questions outside of normal care hours				
	Change the care schedule in response to parents' work or school				
	schedules				
	Learn new ways to teach and care for children				
	Change activities offered to children in response to families'				
	feedback				
	Talk to parents about how they raise their children In the last ten years, have you received training or coursewor		signs of:		
	·		signs of:	Yes	No
•	In the last ten years, have you received training or coursewor	k on how to recognize s		<u> </u>	No No
	In the last ten years, have you received training or coursewor [MARK ONE BOX IN EACH ROW.]	k on how to recognize s			No
	In the last ten years, have you received training or coursewor [MARK ONE BOX IN EACH ROW.] Developmental delays in children	k on how to recognize s			No Control of the Con
	In the last ten years, have you received training or coursewor [MARK ONE BOX IN EACH ROW.] Developmental delays in children	k on how to recognize s			No Control of the con
3.	In the last ten years, have you received training or coursewor [MARK ONE BOX IN EACH ROW.] Developmental delays in children	k on how to recognize s			No D
3.	In the last ten years, have you received training or coursewor [MARK ONE BOX IN EACH ROW.] Developmental delays in children	k on how to recognize s			No D

ID: _____

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

IF YES: Tell me more about that.

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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.

15. Since September, have you personally helped families in any of the following ways: [MARK ONE BOX IN EACH ROW.]

	[MARK ONE BOX IN EACH ROW.]		
		Yes	No
a.	Encouraged families to seek or receive services?		
b.	Made appointments or arrangements for families to receive services they need?		
c.	Helped families find services they need?		
16.	Are you of Hispanic or Latino origin? [MARK ONLY ONE BOX.] Yes		
17.	What is your race? [MARK ALL THAT APPLY.] White		
18.	Do you have a Child Development Associate (CDA) credential? [MARK ONLY ONE BOX.] Yes		
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.

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CONCLUSION - GENERAL PROBES:	
Before we end, are there any other aspects about the relation care for/teach their children that we should have asked about	<u> </u>
As we were going through these questions in this whole surdidn't seem to apply to you, times when the response optio answer, that didn't make sense to you, or that you wanted talk about?	ns didn't match how you wanted to
In general, did these questions make sense for you and the children?	work you do with families and
Is there anything else you would like to share about how th whether you found the questions to be relevant to your exp	-

Thank you for participating in this survey!