APPENDIX Q:
script for scheduling site interviews

**OMB Control Number: 0584-XXXX**

**Expiration date: XX/XX/XXXX**

|  |
| --- |
| According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it ‎displays a valid OMB number. The valid OMB control number for this information collection is 0584-XXXX. The time required to ‎complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, ‎searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of ‎information. |

Hi, my name is [*Insert Name*] and I work for the Altarum Institute. We are one of the partners in the *WIC Nutrition Education Study or NEST*, and I am calling to schedule a phone interview with the [*Insert Name of Site].* Thank you for agreeing to participate in the interview.

The interview will include questions about nutrition education activities and approaches used in the site. The information will be very helpful in developing a comprehensive picture of nutrition education offered in local WIC agencies and sites.

The interview will take about 30 minutes, and we would like to schedule it between MM/DD/YY and MM/DD/YY. We want to interview an individual who is directly involved in providing nutrition education as one of their primary roles in WIC. We request that the WIC staff member selected for the interview be someone who provides nutrition education as a routine part of their job, at least 10 hours per week on average. Will you be the person who participates in the interview?

* *If no ask,* What is the name and job title of the individual who will take part in the interview? What is their email address and phone number?

[Continue on with the explanation of the interview process below and advise them that you will contact the person they identified for the interview to set up the date and time.]

* *If yes ask,* How many hours per week on average do you spend providing nutrition education?
	+ *If 10 or more hours, ask* When would be the most convenient day of the week or time of day for the interview?

[Offer options and, if possible, schedule the interview while on the phone. If this is not possible, ask the person contacted to email potential times that would work within the next two business days.]

* + *If no say,* We appreciate your willingness to participate but request that you please identify an individual who spends 10 or more hours per week providing nutrition education. What is their email address and phone number?

[Continue on with the explanation of the interview process below and advise them that you will contact the person they identified for the interview to set up the date and time.]

I’d like to explain a little bit more about the interview process. First, I will send an email with the date and time of the interview and a conference call number and code to the individual who will take part in the interview. The interview will be conducted by an interviewer who will ask a series of questions about nutrition education practices at the site. A note taker will also be on the call to document responses. With permission from the individuals taking part, the interview will be recorded to ensure we do not miss any information. The responses to the interview questions will be combined with responses from the other selected sites to develop a comprehensive picture of nutrition education offered in local WIC sites. All responses will be kept private, and neither the name of the individuals who participate in the interview nor the name of the site or local agency will appear in any reports or public information about this study.

Do you have any questions about the interview? *[Respond to questions.]*

*If this is the individual who will participate in the interview,* I will send an email to you to schedule the interview date and time within the next 2 days *[or after you provide me with dates and times when you are available if date and time can’t be determined during the call]*. I will also send a reminder email before the interview. I want to make sure I have your correct email address. Is it [*share email address provided by local agency person contacted through recruitment email and update if needed*]?

Feel free to send me an email at *[insert Email Address]* or call me at *[Insert Phone Number]* with any questions before the interview.

Thank you.