

## **APPENDIX VVV: SITE STAFF ONSITE VISIT AND INTERVIEW INVITATION SCRIPT BASELINE**

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 10 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.

Hello, my name is [Insert Name]. I work for Altarum Institute and we are part of the study team for the WIC Nutrition Education Study or NEST. Thank you for taking part in this study. Do you have a few minutes now to discuss some next steps for the study?

[If YES, proceed. If NO, identify a time for the discussion.]

As you know, your site is one of six selected for this project to identify ways to evaluate the impact of nutrition education on the nutrition, physical activity, and health behaviors of participants. As part of the study, we will be conducting an onsite visit to each site. During the onsite visits we will observe the nutrition education activities being provided at your site by sitting in on individual and group education sessions and viewing other resources in the site, such as educational displays or technology used for education. We will also conduct interviews that will take about 45 minutes during the onsite visit. The interview may be with you or it may be with someone else at your site or agency that is knowledgeable about the nutrition education activities of your site. The interview questions will address topics like skills and training of nutrition educators, methods of providing education, frequency and duration of education contacts, and referrals to other community programs that provide nutrition education. If you choose, we can interview more than one individual, but we will want to have all included at the same time.

The visit will take about [insert number based on number of nutrition educators at the site obtained during recruitment discussions with site] hours, which will be spread over 2 to 3 days, depending on the schedule of your nutrition education and what is most convenient for your site. During the onsite visit, we will make every effort to avoid disrupting your normal site activities or schedule.

Do you have any questions so far? *[Respond to any questions.]*

In addition to the onsite visits, we would like to conduct a short interview on the phone about half way through the study and at the end to get an update about nutrition education activities at your site and learn about any changes from the initial interview. These interviews will take about 15 minutes each.

As a first step in the process, I would like to discuss some potential dates for the onsite visit. Given your site schedule and the types of nutrition education appointments you provide, what would be the best days for me to visit your site in *[Insert Month]*? Is there a particular week that works best for you? Are there days during that week when there are more participants scheduled to come to the site? *[Note: identify dates that are agreeable to the site; if dates cannot be determined during the call, make plans to determine the dates via email.]*

Thank you for taking the time to speak with me today. About 2 weeks before the visit, I will contact you again to confirm the details of the visit and schedule a good time for the interview. I'll send you the interview questions so you can decide who should be included in the interview. Some of the questions will be prefilled with information provided for your site on a survey conducted last year so you can review and provide updates, if appropriate, for these questions. Are there any final questions? *[Respond to any questions.]*

If any questions come up after our call today, please call me at *[Insert Phone Number]* or send me an email at *[Insert E-mail Address]*. Thank you very much.