

ATTACHMENT 6:

Planning Site Visits

March 2014

The introductory script to plan the site visits follows this cover page. The script will be used during an initial 30-minute call in late 2014/early 2015 to schedule the site visit with the project director. If any updates are made following OMB approval, revised documents will be submitted to the OMB Office of Information and Regulatory Affairs as a non-substantive change, per the terms of this approval.

Draft Initial Conference Call

This conference call is for scheduling purposes, not data collection. The conference call will not be recorded. The e-mail correspondence arranging this conference call can be found in Attachment 3: Supporting Documents.

I am [name] from Mathematica Policy Research. Also joining me on this call from our research team is [name].

Thank you for taking the time to speak with me. Is this still a good time to talk with you about the site visits for the CB's Planning Grants to Develop a Model Intervention for Youth/Young Adults with Child Welfare Involvement At-Risk of Homelessness program (also known as "YARH Planning Grants")? As mentioned earlier, the conversation should be about 30 minutes.

As I mentioned in the e-mail sent on [date], we are preparing to conduct site visits associated with the process study for the YARH Planning Grants, which is sponsored by the Administration of Children and Families within the U. S. Department of Health and Human Services. The Office of Planning, Research and Evaluation has contracted with us to provide evaluation technical assistance to grantees and to conduct a process study of the planning grants.

You are being contacted as you [are the project director /were designated as our contact by the project director] for one of the 18 YARH grantees. We'd like to learn more about how your committee has used the planning grant to support the work of the planning team.

Topics for Discussion

1. Addressing questions about the process study.
2. Describing the site visit
 - a. Purpose
 - b. Duration and Staff Visiting
 - c. What is needed from the YARH grantee
3. Next steps - timing of site visit

The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to understand the grantee planning process. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this collection is 0970-XXXX and the expiration date is XX-XX-XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-XXXX).