

OMB Control Number:

Expiration Date:

Length of time for instrument: 0.09 hours

APPENDIX B:

FPRQ Cognitive Interview Instruments for Ineligible Family Service Workers

10/24/13

**Cognitive Interview Screener
Family-Provider Relationship Quality Measurement Project**

FAMILY SERVICE WORKERS

A) IF POTENTIAL PARTICIPANT CALLS IN:

Thank you for calling us. Child Trends is conducting a research study on the relationships between Head Start Family Service Workers and the families that they serve. We are in the process of developing a survey about what is important in this relationship and we will be conducting interviews with Family Service Workers and families to help us improve the questions we are working on. We are recruiting Head Start Family Service Workers for this study.

The interview will last approximately 2 hours. As a token of our appreciation, we will give you \$50 at the end of the interview.

In order to make sure that you are eligible to participate in the study, I need to ask you a few questions. This will take about 5 minutes. Do you have any questions before I begin?

Just in case we get disconnected, can I get the phone number that you are calling from?

(cell/landline)_____

B) IF RETURNING A CALL:

Hello. My name is [SCREENER'S NAME]. I'm calling from Child Trends. May I speak with [POTENTIAL PARTICIPANT]?

ONCE YOU VERIFY THAT YOU ARE SPEAKING TO THE CORRECT PERSON, PROCEED.

I'm calling about the research study Child Trends is conducting for the Office of Head Start and the Office of Planning, Research, and Evaluation of the Administration for Children and Families in the U.S. Department of Health and Human Services on the relationships between Head Start Family Service Workers and the families that they serve. We are in the process of developing a survey about what is important in this relationship; and we will be conducting interviews with Family Service Workers and families to help us improve the questions we are working on. We are recruiting Head Start Family Service Workers for this study.

The interview will last approximately 2 hours. As a token of our appreciation, we will give you \$50 at the end of the interview.

In order to make sure that you are eligible to participate in the study, I need to ask you a few questions. This will take about 5 minutes. Do you have any questions before I begin?

Before we start, I want to assure you that your participation is completely voluntary and that your responses, which will be combined with those of others, will remain private to the extent permitted by law. If we come to a question you do not wish to answer, please let me know and we will move on to the next question.

1. Do you work at a Head Start program?
 - Yes, Early Head Start
 - Yes, Head Start
 - No (**GO TO STOP SCREENER**)

2. What is your job title or role at Head Start?

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- **(IF DIRECTOR: GO TO STOP SCREENER)**
 - **(IF TEACHER, ASSISTANT TEACHER, AIDE: GO TO STOP SCREENER)**
 - **(IF FAMILY SERVICE WORKER, FAMILY DEVELOPMENT WORKER, FAMILY SERVICE MANAGER, FAMILY SERVICE ASSISTANT, SOCIAL SERVICE AIDE, FAMILY ADVOCATE, OR FAMILY PARTNER: GO TO QUESTION 3)**

3. Can you tell me how you learned about the study?

- Local newspaper/weekly, specify which one _____
- Flyer, specify where _____
- Craigslist
- Program/clinic/center, specify _____
- Child Trends staff announcement
- Other, specify _____

4. Are you 18 years or older

- Yes
- No (**GO TO STOP SCREENER**)

5. How many hours a week do you work?

- 1-9 (**GO TO STOP SCREENER**)
- 10-20
- 21-40
- More than 40

6. How long have you been doing this type of work, at Head Start or somewhere else?

- Less than 2 years
- 3 – 5 years
- More than 5 years

7. What is your average or typical caseload?

- Less than 45 children/families
- More than 45 children/families

Okay, now I have some questions about you.

8. Are you Hispanic, Latino/a, or Spanish origin?

- Yes
- No

9. What is your race? (**Mark one or more.**)

- White
- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Other, specify _____

10. What town/city and state do you currently work in?

Specify _____

11. Would you say the town/city you work in is:

- Rural,
- Urban, or
- Suburban?

12. Do you currently have or have you ever had a child in Head Start?

- Yes
- No

13. What is the highest level of school completed or the highest degree you have received?

- 8th grade or less
- Some high school but no diploma
- High school diploma or equivalent
- Some college or Associates degree
- Bachelor's degree or higher

14. **[IF NEEDED:]** Are you able and interested in doing an interview in English?

- Yes
- No (**GO TO STOP SCREENER**)

PROCEED TO INTERVIEW SCREENER MATRIX

- Compare respondent's characteristics with recruitment matrix.
- If prospective participant is eligible and target numbers for characteristics have not been met, proceed and schedule for the interview.
- If target numbers for characteristics have been met, respondent is not eligible. **GO TO STOP SCREENER.**

IF POTENTIAL PARTICIPANT IS ELIGIBLE, SCHEDULE FOR INTERVIEW.

Based on what you have told me, you are eligible for the study.

INTERVIEWER: CHECK INTERVIEWER AVAILABILITY

Which time/day would work best for you?

The interview is going to be held at **[INTERVIEW LOCATION]**. At the end of the interview, you will receive \$50.

Within the next day, we will be mailing/emailing you a reminder letter with the time, date, and location of your interview. The letter/email will also include a copy of the project consent form describing the study, what we will be doing, your rights as a study participant, and other important information. We request that you read the consent form before you attend the interview. We will also review the consent form before we begin the interview and you will have an opportunity to ask any questions or raise any concerns you may have. Can I get your mailing address/email so that I can you send you this?

Street Address:

City:

State:

Zip Code:

Email:

You will also receive a reminder call the day before your interview.

Is the number you provided us the best number to reach you? If not, can I have a phone number where I can reach you?

___ Phone number confirmed
___ New number provided (cell/landline) _____

Thank you for agreeing to participate in this important study. We look forward to meeting you on **[DATE]** at **[TIME]**. Again, the interview will take place at **[INTERVIEW LOCATION]**. The day before the interview you will also receive a reminder call from us. If you have any questions before then, please feel free to call us at 202 553-2900 or toll-free at 1-888-418-4585.

IF NOT SURE WHETHER TO SCHEDULE POTENTIAL PARTICIPANT FOR INTERVIEW:

I need to talk with my supervisor to confirm whether you are eligible to participate in the study.

STOP SCREENER: Thank you. Unfortunately, you are not currently eligible to participate in our study. I'd like to thank you for your interest and time. **[IF PARTICIPANT IS ELIGIBLE, BUT GROUP IS FULL]** If you are interested, we can keep your information and contact you if one of the cognitive interview participants cancels.