

THE SUPPORTING STATEMENT  
Cross-site Evaluation Survey 2012 Family Connection Grantees

**ATTACHMENT A**

**Family Connection Grant Program Legislative Authorization**

(Section 427, Subpart 1, Title IV-B, of the Social Security Act) (42 U.S.C. 627), as amended by the Preventing Sex Trafficking and Strengthening Families Act (Pub. L. 113-183, § 221)

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**H.R. 6893 [110th]:**

**Fostering Connections to Success and Increasing Adoptions Act of 2008**

**SEC. 102. FAMILY CONNECTION GRANTS.**

(a) In General- Part B of title IV of the Social Security Act (42 U.S.C. 620-629i) is amended by inserting after section 426 the following:

SEC. 427. FAMILY CONNECTION GRANTS.

(a) In General- The Secretary of Health and Human Services may make matching grants to State, local, or tribal child welfare agencies, and private nonprofit organizations that have experience in working with foster children or children in kinship care arrangements, for the purpose of helping children who are in, or at risk of entering, foster care reconnect with family members through the implementation of--

(1) a kinship navigator program to assist kinship caregivers in learning about, finding, and using programs and services to meet the needs of the children they are raising and their own needs, and to promote effective partnerships among public and private agencies to ensure kinship caregiver families are served, which program--

(A) shall be coordinated with other State or local agencies that promote service coordination or provide information and referral services, including the entities that provide 2-1-1 or 3-1-1 information systems where available, to avoid duplication or fragmentation of services to kinship care families;

(B) shall be planned and operated in consultation with kinship caregivers and organizations representing them, youth raised by kinship caregivers, relevant government agencies, and relevant community-based or faith-based organizations;

(C) shall establish information and referral systems that link (via toll-free access) kinship caregivers, kinship support group facilitators, and kinship service providers to--

(i) each other;

(ii) eligibility and enrollment information for Federal, State, and local benefits;

`(iii) relevant training to assist kinship caregivers in caregiving and in obtaining benefits and services; and

`(iv) relevant legal assistance and help in obtaining legal services;

`(D) shall provide outreach to kinship care families, including by establishing, distributing, and updating a kinship care website, or other relevant guides or outreach materials;

`(E) shall promote partnerships between public and private agencies, including schools, community based or faith-based organizations, and relevant government agencies, to increase their knowledge of the needs of kinship care families to promote better services for those families;

`(F) may establish and support a kinship care ombudsman with authority to intervene and help kinship caregivers access services; and

`(G) may support any other activities designed to assist kinship caregivers in obtaining benefits and services to improve their caregiving;

`(2) intensive family-finding efforts that utilize search technology to find biological family members for children in the child welfare system, and once identified, work to reestablish relationships and explore ways to find a permanent family placement for the children;

`(3) family group decision-making meetings for children in the child welfare system, that--

`(A) enable families to make decisions and develop plans that nurture children and protect them from abuse and neglect, and

`(B) when appropriate, shall address domestic violence issues in a safe manner and facilitate connecting children exposed to domestic violence to appropriate services, including reconnection with the abused parent when appropriate; or

`(4) residential family treatment programs that--

`(A) enable parents and their children to live in a safe environment for a period of not less than 6 months; and

`(B) provide, on-site or by referral, substance abuse treatment services, children's early intervention services, family counseling, medical, and mental health services, nursery and pre-school, and other services that are designed to provide comprehensive treatment that supports the family.

`(b) Applications- An entity desiring to receive a matching grant under this section shall submit to the Secretary an application, at such time, in such manner, and containing such information as the Secretary may require, including--

`(1) a description of how the grant will be used to implement 1 or more of the activities described in subsection (a);

`(2) a description of the types of children and families to be served, including how the children and families will be identified and recruited, and an initial projection of the number of children and families to be served;

`(3) if the entity is a private organization--

`(A) documentation of support from the relevant local or State child welfare agency; or

`(B) a description of how the organization plans to coordinate its services and activities with those offered by the relevant local or State child welfare agency; and

`(4) an assurance that the entity will cooperate fully with any evaluation provided for by the Secretary under this section.

`(c) Limitations-

`(1) GRANT DURATION- The Secretary may award a grant under this section for a period of not less than 1 year and not more than 3 years.

`(2) NUMBER OF NEW GRANTEES PER YEAR- The Secretary may not award a grant under this section to more than 30 new grantees each fiscal year.

`(d) Federal Contribution- The amount of a grant payment to be made to a grantee under this section during each year in the grant period shall be the following percentage of the total expenditures proposed to be made by the grantee in the application approved by the Secretary under this section:

`(1) 75 percent, if the payment is for the 1st or 2nd year of the grant period.

`(2) 50 percent, if the payment is for the 3rd year of the grant period.

`(e) Form of Grantee Contribution- A grantee under this section may provide not more than 50 percent of the amount which the grantee is required to expend to carry out the activities for which a grant is awarded under this section in kind, fairly evaluated, including plant, equipment, or services.

`(f) Use of Grant- A grantee under this section shall use the grant in accordance with the approved application for the grant.

`(g) Reservations of Funds-

`(1) KINSHIP NAVIGATOR PROGRAMS- The Secretary shall reserve \$5,000,000 of the funds made available under subsection (h) for each fiscal year for grants to implement kinship navigator programs described in subsection (a)(1).

`(2) EVALUATION- The Secretary shall reserve 3 percent of the funds made available under subsection (h) for each fiscal year for the conduct of a rigorous evaluation of the activities funded with grants under this section.

`(3) TECHNICAL ASSISTANCE- The Secretary may reserve 2 percent of the funds made available under subsection (h) for each fiscal year to provide technical assistance to recipients of grants under this section.

`(h) Appropriation- Out of any money in the Treasury of the United States not otherwise appropriated, there are appropriated to the Secretary for purposes of making grants under this section \$15,000,000 for each of fiscal years 2009 through 2013.'

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H. R. 4980

**SECTION 1. SHORT TITLE.**

This Act may be cited as the “Preventing Sex Trafficking and Strengthening Families Act”.

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**TITLE II—IMPROVING ADOPTION INCENTIVES AND EXTENDING FAMILY CONNECTION GRANTS**

**Subtitle B—Extending the Family Connection Grant Program**

**SEC. 221. EXTENSION OF FAMILY CONNECTION GRANT PROGRAM.**

(a) IN GENERAL.—Section 427(h) (42 U.S.C. 627(h)) is amended by striking “2013” and inserting “2014”.

(b) ELIGIBILITY OF UNIVERSITIES FOR MATCHING GRANTS.—Section 427(a) (42 U.S.C. 627(a)) is amended, in the matter preceding paragraph (1)—H. R. 4980—25

(1) by striking “and” before “private”; and

(2) by inserting “and institutions of higher education (as defined under section 101 of the Higher Education Act of 1965 (20 U.S.C. 1001)),” after “arrangements,”.

(c) FINDING FAMILIES FOR FOSTER CHILDREN WHO ARE PARENTS.—Section 427(a)(1)(E) (42 U.S.C. 627(a)(1)(E)) is amended by inserting “and other individuals who are willing and able to be foster parents for children in foster care under the responsibility of the State who are themselves parents” after “kinship care families

(d) RESERVATION OF FUNDS.—Section 427(g) (42 U.S.C. 627(g)) is amended—

(1) by striking paragraph (1); and

(2) by redesignating paragraphs (2) and (3) as paragraphs (1) and (2), respectively.

(e) EFFECTIVE DATE.—The amendments made by this section shall take effect as if enacted on October 1, 2013.

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**ATTACHMENT B**

**Contract Excerpt**

**HHSP233201100391G**  
**Effective date: 9/29/201**

**STATEMENT OF WORK**

**TITLE: Technical Assistance on Evaluation for Discretionary Grant Programs**

**(EXCERPT)**

**Task 5: Provide Evaluation TA for Family Connection Grantees and Conduct a Cross-Site Evaluation of Family Connection Grants Clusters**

As authorized under the funding legislation, evaluation TA will be provided and cross-site evaluation will be conducted for the Family Connection grantees. CB is interested in determining the impact of kinship navigator programs, intensive family-finding efforts, family group decision-making meetings and residential family treatment programs on improving children's outcomes in the areas of safety, permanency and well-being.

CB expects grantees to engage in rigorous evaluations of Family Connection initiatives and disseminate findings to the child welfare field. Evaluation TA will assist grantees in planning and implementing strong, site-specific evaluations, and will support effective dissemination of findings. Under this contract, evaluation TA shall be provided to all current, new and future Family Connection grantees (a total of approximately 30 grants/fiscal year).

In accordance with the funding legislation, Family Connection grantees must participate fully in any applicable national evaluation effort that relates to the Family Connection FOA. Under this contract, the contractor shall conduct cross-site evaluations of all the Family Connection grants that are awarded during the period of authorization of the legislation. The cross-site evaluation will examine the effectiveness of projects in these program areas, and identify program models that have potential for replication.

Continuation Family Connection grantees received individual evaluation TA and participated in the cross-site evaluation begun under the previous contract. The contractor will continue any evaluation TA in progress for these individual grantees, as well as the cross-site evaluation work undertaken by the previous contractor with them. The cross-site evaluation plan developed by the previous contractor includes both process and outcome components that address areas specified in the FOA, as well as other areas of interest to CB. The contractor will be provided with cross-site evaluation materials developed under the previous contract, as well as

information about the cross-site activities undertaken and results to date. The contractor will continue to use the set of logic models developed under the previous contract for each program area (Kinship Navigator, Family-finding, Family Group Decision-making and Residential Family Treatment), the Combination Project Group and the cluster as a whole. As necessary, the contractor will continue to coordinate and to work collaboratively with the continuation Family Connection grantees to identify common evaluation components that can be utilized in the national evaluation effort of this discretionary grant cluster. This includes the continuing development of common definitions for the identified CFSR indicators, other additional common evaluation components (i.e., methods, collections tools, processes, outputs and/or outcomes) and corresponding reporting procedures and formats. The contractor will collaborate with CB and the grantees to determine the optimal data collections strategies and instruments to maximize lessons learned about program implementation and outcomes without significantly increasing the burden on grantees (e.g., case record review, focus groups and on-site interviews). The contractor will prepare reports on the progress and findings of the cross-site evaluation activities, and recommendations based on these. The contractor will propose a Work Plan and timelines for completing the cross-site evaluation activities and reports of findings.

The contractor will continue to assist grantees in making project findings available in forms that can be readily used by the Children's Bureau Training and Technical (T/TA) Network in its work with State and Tribal child welfare systems.

The contractor will participate on the team which provides direction and support for Family Connection grants clusters in start-up, implementation and sustainability activities. This team is comprised of Federal staff and other content area specialists and T/TA providers.

The contractor will provide a Family Connection evaluation web site or similar web-based mechanism to that developed by the previous contractor to archive grantees' evaluations materials and other helpful evaluation information for grantees, host a calendar of contractor evaluation TA activities, and facilitate sharing of and collaborative drafting of evaluation documents.

The contractor will establish and promote an evaluation listserv or similar mode of electronic communication with groups or clusters of Family Connection grantees to share evaluation information and resources and facilitate peer-to-peer exchange around evaluation activities and issues.

#### Sub-task 5.1 Initial Meetings with Federal Staff for Family Connections Grants

The contractor shall meet with the COTR and the FPOs for the Family Connection grants clusters to discuss the evaluation TA provided so far to individual grantees and Project Groups, as well as the work completed so far on the cross-site evaluation and next steps for the completion of this effort. To prepare for these meetings, the COTR will insure that the contractor has copies of all Family Connection evaluation TA documents and products completed thus far, as well as copies of measures, data collection instruments, results of interviews and other documentation of the work of the previous contractor.

Sub-task 5.2 Regular Meetings with the FPO on the Cross-Site Evaluation

The contractor shall meet regularly with the COTR and FPOs, and other CB staff as necessary, to discuss updates on this effort. The dates will be determined mutually

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**ATTACHMENT C**

**Description of Cross-Site Evaluation**

The cross-site evaluation of the 2012-funded Family Connection Discretionary Grants examines the effectiveness of 17 grants awarded in September 2012 with funds authorized by the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351). These three-year grants support demonstration projects to test the effectiveness of Kinship Navigator-TANF, Family-finding and Family Group Decision-Making, and Residential Family Treatment projects. In addition to conducting local evaluations of individual demonstration projects, grantees agreed to participate in the national cross-site evaluation that focuses on process and outcome questions at the child, parent, family, organization, and service delivery system levels. The cross-site evaluation addresses key questions of interest to the Children’s Bureau such as: fidelity of service models and activities; integration of Family Connection-funded activities into the local child welfare system; public child welfare agency and other partner collaboration; project sustainability; barriers and facilitators to project implementation and evaluation; and “lessons learned” by grantees.

Kinship Navigator-TANF projects, awarded to seven private / not-for-profit grantees, are designed to: 1) Assist kinship caregivers through information and referral systems and other means to learn about, find, and use existing programs and services to meet their own needs and the needs of the children they are raising; and 2) Promote effective partnerships between public and private, community and faith-based agencies to better serve the needs of kinship caregiver families.

Three private / not-for-profit and two public child welfare agency grantees have implemented combination Family-finding/Family Group Decision-Making projects. Family-finding is the intensive use of search technology and other strategies to identify, locate, and contact family members; assess their suitability as potential permanency resources for the child; and engage family members with the child in a process of Family Group Decision-Making (FGDM) that can lead to a permanent placement or meaningful relationship. Using trained facilitators, FGDM engages and empowers families involved in or at risk of entering the child welfare system to take an active and sometimes leadership role in developing plans and making decisions to promote the safety, well-being, and permanency of their children.

Residential Family Treatment projects, awarded to seven private / not-for-profit grantees, enable parents and their children to live in a safe environment for a period of not less than six months. They provide, on site or by referral, substance abuse treatment services, children’s early intervention services, family counseling, medical and mental health services, nursery and pre-school, and other services designed to provide comprehensive treatment that supports the family. Facilities meet all State, local child care, and residential facility licensing requirements, and have qualified staff and appropriate supervision.



**Table 1: Family Connection Grantees and Their Locations**

<b>Grantee Organization</b>	<b>Grantee Location</b>	<b>Public or Private/Not-for-Profit</b>
<b><i>Child Welfare/TANF Collaboration in Kinship Navigation Programs</i></b>		
Arizona's Children Association	Tucson, Arizona	Private / Not-for-Profit
Catholic Charities of Rochester	Rochester, New York	Private / Not-for-Profit
Community Coalition for Substance Abuse Prevention and Treatment	Tampa, Florida	Private / Not-for-Profit
Homes for Black Children	Los Angeles, California	Private / Not-for-Profit
North Oklahoma County Mental Health Center	Detroit, Michigan	Private / Not-for-Profit
The Children's Home, Inc.	Oklahoma City, Oklahoma	Private / Not-for-Profit
United Ways of California	South Pasadena, California	Private / Not-for-Profit
<b><i>Combination Family-finding / Family Group Decision-Making (FGDM) Projects</i></b>		
Children's Home Society of Washington	Seattle, Washington	Private / Not-for-Profit
Olmsted County Community Services	Rochester, Minnesota	Public
Oregon Department of Human Services	Salem, Oregon	Public
Seneca Family of Agencies	San Leandro, California	Private / Not-for-Profit
Spaulding for Children	Southfield, Michigan	Private / Not-for-Profit
<b><i>Comprehensive Residential Family Treatment Projects</i></b>		
Amethyst, Inc.	Columbus, Ohio	Private / Not-for-Profit
Meta House, Inc.	Milwaukee, Wisconsin	Private / Not-for-Profit
Queen of Peace Center	St. Louis, Missouri	Private / Not-for-Profit
Renewal House, Inc.	Nashville, Tennessee	Private / Not-for-Profit
Susan B. Anthony Center	Pembroke Pines, Florida	Private / Not-for-Profit

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**ATTACHMENT D**

**Consultants**

Representatives from Family Connection grantee organizations were consulted on survey content and clarity of instructions. Representatives included:

Ms. Sandi Zaleski  
Regional Program Supervisor  
The Village Family Service Center  
(701) 451-4592

Dr. Lisa Larson  
Director of Research and Evaluation  
IMPACT Planning Council  
(414) 224-3054

Ms. Erin Malcolm  
Associate Researcher  
IMPACT Planning Council  
(414) 224-3053

Ms. Andrea Jehly  
Director of Quality Improvement  
Meta House, Inc.  
(414)-977-5818

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**ATTACHMENT E**

**Western IRB Exemption Determination Letter**



February 3, 2015

Jennifer Dewey, PhD  
James Bell Associates, Inc.  
3033 Wilson Boulevard, Suite 350  
Arlington, Virginia 22201

Dear Dr. Dewey:

**SUBJECT: REGULATORY OPINION—IRB EXEMPTION**  
Protocol Title: Technical Assistance on Evaluation, for Discretionary Grant Programs, 2012 Funded Discretionary Grants  
Investigator: Jennifer Dewey, PhD

This letter is in response to your request to Western Institutional Review Board (WIRB) for an exemption determination for the above-referenced research project. WIRB's IRB Affairs Department reviewed the exemption criteria under 45 CFR §46.101(b)(2):

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:

(i) Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

We believe that the research fits the above exemption criteria. The data will be collected in a way so that the subjects can be identified, directly or through identifiers linked to the participants. However, any disclosure of the human subjects' responses outside the research will not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. You have also confirmed that the results of this study will not be submitted to the Food and Drug Administration (FDA) for marketing approval.

This exemption determination can apply to multiple sites, but it does not apply to any institution that has an institutional policy of requiring an entity other than WIRB (such as an internal IRB) to make exemption determinations. WIRB cannot provide an exemption that overrides the jurisdiction of a local IRB or other institutional mechanism for determining exemptions. You are responsible for ensuring that each site to which this exemption applies can and will accept WIRB's exemption decision.

**Western Institutional Review Board®**

1019 39th Avenue SE Suite 120 | Puyallup, WA 98374-2115

Office: (360) 252-2500 | Fax: (360) 252-2498 | [www.wirb.com](http://www.wirb.com)

Please note that any future changes to the project may affect its exempt status, and you may want to contact WIRB about the effect these changes may have on the exemption status before implementing them. WIRB does not impose an expiration date on its IRB exemption determinations.

If you have any questions, or if we can be of further assistance, please contact David Gordon Holt, J.D., C.I.P., at 360-252-2851, or e-mail [RegulatoryAffairs@wirb.com](mailto:RegulatoryAffairs@wirb.com).

DGH:dao  
B2-Exemption-Dewey (02-03-2015)  
cc: WIRB Accounting  
WIRB Work Order #1-870231-1

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**ATTACHMENT F**

**Data Analysis**

Several methods will be used to analyze data by respondent group and project group. For example, project leadership results will be analyzed as a total group of respondents and for Family-finding and Family Group Decision-Making projects, Kinship Navigator-TANF projects, and Residential Family Treatment projects. Responses to common questions across two or more respondent groups will be analyzed together when possible.

Most survey questions are quantitative. Quantitative analysis will consist of:

- Descriptive statistics such as mean, median, and mode for all aggregated and disaggregated results with associated distribution charts and frequency tables.
- Cross-tabulations, a combination of two (or more) frequency tables to examine combinations of specific values of cross-tabulated variables.
- T-tests for independent samples to compare differences in means by respondent groups.
- Correlations to examine relationships between two or more variables. Correlations will be conducted for those variables with appropriate scales.

Some survey questions are qualitative, with the opportunity for respondents to provide detailed, open-ended responses to key issues. To address these questions, four stages of the analytic approach for qualitative data - data collection, data organization, data analysis, and literature comparison - will be adapted from Pandit's (1996) five-phase diagram of building grounded theory. A two-phase coding process consisting of assigning a code to each survey question and then coding responses to each survey question will be used to organize qualitative responses for each grantee. Coding will be informed and supported by codebooks developed for qualitative data collected from two earlier cohorts of grantees. All qualitative responses will be entered and coded in Atlas.ti, a qualitative software package that supports organizing data and generating output. Qualitative survey data will first be analyzed by grantee, providing organized responses by respondents to each survey question. Project group reports will provide coded summaries of responses condensed from individual respondents. Axial coding will identify similarities, themes, and relationships within and among the three project groups.

All survey data will be analyzed and reported in aggregate in a cross-site evaluation report. A draft report will be provided in August 2015, and a final report will be provided in September 2015. Posting the cross-site report on a public website will be at the discretion of the Children's Bureau. Presentations or publications developed from the report by the contractor will be approved by the Children's Bureau. As the contractor will have done the data collection, analysis, and reporting, it is not anticipated that survey respondents or other members of grantee organizations will have a role in subsequent reports, presentations, or publications.

**Additional details regarding qualitative analysis techniques were added to this section on June 17, 2015:**

The contractor will take advantage of the organizational and analytical features of Qualtrics for cleaning, organizing, and analyzing quantitative data. Data will be exported into SPSS for more complex analyses.

As also noted in Attachment E, survey data will be exported from the Qualtrics web-based survey software into ATLAS.ti, qualitative software designed to organize and facilitate systematic coding and categorizing of narrative data. Data will be organized further into ATLAS.ti "family" structures aligning to the constructs addressed in each survey section/content area. The cluster, grantee organization, and respondent type embedded in each survey response will be retained in the ATLAS.ti dataset to facilitate exploring patterns and relationships in the final stage of analysis. Once the data are organized in the software, the data will be identified, coded and categorized by primary patterns in the data.

The coding process for the web-based survey data will be completed in two phases. In Level 1 coding, a descriptive alphanumeric code will be developed for each qualitative survey question. Level 2 coding will include an open coding process to examine the narrative responses to the open-ended items, categorize the information or concept(s) conveyed in the responses, and assign a code to each response category. All codes developed by the contractor will be documented in a qualitative data codebook for ongoing reference throughout the coding and analysis process.

Throughout the coding and reporting process, the contractor will discuss patterns, categories, and themes, and results that emerge from the qualitative analysis. In order to ensure reliable interpretation of the data, the research team will meet to review emerging codes and discuss category and theme variations across sites. Analyses will be reviewed by the lead report writer for each grantee cluster.

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**ATTACHMENT G**

**Survey Respondents**

Table 1. Survey Respondents documents the expected number of respondents per respondent group multiplied by the number of grantees in each project group. Based on detailed contact information maintained by the contractor and experience conducting on-site and telephone interviews with 2009 and 2011-funded Family Connection cohorts, the contractor estimates that four to five staff members in leadership positions, an average of nine service providers, and a limit of two public child welfare partners and 2 community partners will be familiar enough with the Family Connection-funded project to address survey questions. Evaluation teams working on the projects typically have up to three members involved in evaluation activities.

**Table 1. Survey Respondents**

Respondent Group	Number per grantee (up to ___)	Project Group			Total Potential Respondents
		Family-finding and Family Group Decision Making (n=7)	Kinship Navigator-TANF (n=5)	Residential Family Treatment (n=5)	
Project Leadership Protocol	4 to 5	33	23	23	79
Service Provider Protocol	9	63	45	45	153
Evaluation Team Protocol	3	21	15	15	51
Public Child Welfare Partner Protocol	2	14	10	10	34
Community Partner Protocol	2	14	10	10	34
<b>Total</b>		<b>145</b>	<b>103</b>	<b>103</b>	<b>351</b>



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**ATTACHMENT H**

**Cross-Site Process Evaluation Questions**

<p>Intervention and Innovation</p>	<p>What are the service models, interventions, and activities implemented by the Family Connection projects?</p> <p>What are the characteristics of the parents, children and families served by the Family Connection projects?</p> <p>What amount and mix of services is provided to parents, children, and families receiving Family Connection-funded services?</p>
<p>Implementation Drivers  <i>(Selection, Training, Coaching; Performance Assessment; Leadership; Decision Support Data System; Facilitative Administration; Systems Intervention)</i></p>	<p>How do Family Connection grantees select, develop, and sustain staff member's ability to effectively implement project services?</p> <p>What is the quality of service implementation in regard to timeliness, fidelity, and administration?</p> <p>How do Family Connection project leaders promote, guide, and sustain effective project implementation?</p> <p>How do Family Connection projects pursue continuous quality improvement as a way to improve services?</p> <p>Have new policies and procedures been developed as a result of the Family Connection projects?</p> <p>To what extent do Family Connection projects collaborate with key partners, particularly child welfare agencies, to serve children and families?</p>
<p>Influence Factors</p>	<p>What barriers and facilitators do Family Connection projects experience in implementing services?</p>

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**ATTACHMENT I**

***Communication 1***

From: James Bell Associates  
To: Grantee Project Director(s), Grantee Evaluation Team  
Cc: FPO

(Insert Date Here)

Greetings 2012-funded Family Connection Project Directors and Evaluators,

As part of the Family Connection cross-site evaluation, James Bell Associates, Inc., (JBA), as a contractor to the Children's Bureau, will collect information from each grantee to address key process evaluation questions. These questions focus on stages of project maturation from design and implementation to maintenance and sustainability. JBA is already analyzing secondary data provided by grantees such as grant applications, semi-annual reports, and other local project and evaluation documents. We sent earlier versions of these syntheses to grantees via brief grantee summaries in Fall 2012 and expanded grantee profiles in Fall 2013. We are updating grantee profiles now and will provide new versions for grantees to review in February 2014.

In addition to updated profiles that will be used as source material for the cross-site evaluation report, JBA will administer electronic surveys to key informants from each grantee organization. We have collected this type of information from each grantee cohort, and those funded in 2009 and 2011 may recall in-person discussions conducted during site visits in your second and/or third year of Federal funding. The electronic survey will streamline the process of data collection, analysis, and reporting, reduce burden to sites, and enable us to collect data from a larger pool of respondents.

We will administer customized surveys to a cross-section of grantee representatives, outlined below:

<b>Representative Category</b>	<b>Included in Category</b>
Project Leaders	Project Director, Executive Leadership (e.g., President, CEO), and Other Project Leadership (e.g., Program or Project Manager, service provider Supervisor)
Service Providers	Advocates, case managers, case workers, counselors, educators, facilitators, mentors, nurses, therapists, etc.
Project Partners	Public child welfare partner representative(s) (for public or private grantee organizations) Community partner representative(s)
Evaluation Team	Lead evaluator and evaluation team members

Many representatives are already known to us. Your evaluation TA liaison will follow up with each project director to verify our existing lists and - importantly! - obtain a list of service providers. Please take a few minutes to think about the service providers who may receive the survey. If Family Connection services are implemented in more than one geographic site, we will want to survey service providers from each site. Service providers have been with the Family Connection project for at least one year. Service providers may be employees of the grantee organization or a contracted vendor. For those grantees with many service providers, we can survey a sample (about 10).

At this time, we plan to administer the survey in early April 2015, sending the survey as an individual link via grantee representative e-mail addresses. The survey focuses on each respondent's role in the Family Connection project and does not include questions of a personal or sensitive nature. The information will be included in the cross-site evaluation report that JBA will deliver to CB later this year.

**All survey responses are confidential and will not be shared with other members of the grantee organization, Family Connection project partners, the Children's Bureau, or other Federal partners. All data collected through this survey will be aggregated for analysis and reporting purposes.**

Thank you in advance for your participation in this activity. As noted earlier, your evaluation TA liaison will contact you in the coming week to verify our existing contacts and assemble a list of service provider respondents. Please address any questions on this activity to your evaluation TA liaison or me, Jennifer Dewey, the Family Connection Evaluation Project Director via the contact information below.

Best regards,  
Jennifer Dewey

Jennifer Dewey, PhD  
Senior Research Associate  
**James Bell Associates, Inc.**  
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**ATTACHMENT J**

***Communication 2***

**From:** James Bell Associates, Inc.  
**To:** Grantee Project Directors, Other Grantee Project Leaders, Service Providers, Public Child Welfare Agency Partners, Community Partners, and Evaluation Team Members  
**Cc:** Grantee Project Director, Grantee Evaluation Team, FPO

(Insert Date Here)

Greetings 2012-funded **[INSERT PROJECT NAME HERE]** Project Leaders, Service Providers, Project Partners, and Evaluators,

As part of the Family Connection cross-site evaluation, James Bell Associates, Inc., (JBA), as a contractor to the Children's Bureau, is collecting information from each grantee to address key process evaluation questions for **[INSERT PROJECT NAME HERE]**. These questions focus on stages of project maturation from design and implementation to maintenance and sustainability.

JBA will collect this information through web-based electronic surveys of key informants from each grantee organization and its partners about **[INSERT PROJECT NAME HERE]**. We have collected this type of information from each grantee cohort, and those funded in 2009 and 2011 may recall in-person discussions conducted during site visits in your second and/or third year of Federal funding. The electronic survey, which will replace site visits conducted with prior grantee cohorts, will streamline the process of data collection, analysis, and reporting, reduce burden to sites, and enable us to collect data from a larger pool of respondents.

Data will be collected from a cross-section of the following.

<b>Representative Category</b>	<b>Included in Category</b>
Project Leaders	Project Director, Executive Leadership (e.g., President, CEO), and Other Project Leadership (e.g., Program or Project Manager, service provider Supervisor)
Service Providers	Advocates, case managers, case workers, counselors, educators, facilitators, mentors, nurses, therapists, etc.
Project Partners	Public child welfare partner representative(s) (required for private / non-profit grantee organizations and non-child welfare public agencies) Community partner representative(s)
Evaluation Team	Lead evaluator and evaluation team members

**JBA will administer the survey via an individualized link to the web-based survey embedded in an e-mail to respondents work e-mail addresses.** Your participation will be a key contribution to the cross-site evaluation of the Family Connection projects. We do not anticipate that you will experience any risks or discomforts from participating in the survey. We can provide a paper copy of the survey to you, but there is no other way to participate in this activity besides completing the survey.

The survey focuses on each respondent's role in the Family Connection project and does not include questions of a personal or sensitive nature. **All survey responses are confidential and will not be shared with other members of the grantee organization, Family Connection project partners, the Children's Bureau, or other Federal partners. All data collected through this survey will be aggregated for analysis and reporting purposes.** The information will be included in the cross-site evaluation report that JBA will deliver to CB later this year. Your responses will not affect your involvement in the Family Connection project.

Thank you in advance for your participation in this activity. Please address any questions on this activity to Jennifer Dewey, the Family Connection Evaluation Project Director at (703) 247-2637 or dewey@jbassoc.com.

Best regards,  
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