

ATTACHMENT E
STAKEHOLDER SURVEY SUPPLEMENTAL MATERIALS

Email Invitation for Stakeholder Survey

Format: Email

Subject: Invitation to Participate in the National Center on Early Head Start Child Care Partnerships Web-Based Survey

Dear [FIRST NAME] [LAST NAME]:

Mathematica Policy Research is conducting a web-based survey as part of the National Center on Early Head Start Child Care Partnerships (NCEHS-CCP) Evaluation. This study is commissioned by the NCEHS-CCP at ZERO TO THREE and funded by the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. The survey will collect information about the type and quality of support you have received from NCEHS-CCP in the past year, how the training and technical assistance informed your work with EHS-CCP grantees, and how the support could be improved.

You have been identified to participate in this survey because of your experience with NCEHS-CCP as a [STAKEHOLDER] involved in supporting the implementation of EHS-CCP. Participation is voluntary; however, your input will provide important information about the type and quality of support being provided by NCEHS-CCP. Your responses will be kept private and used only for research purposes. They will be combined with the responses of other survey participants and no individual names will be reported.

Please access the web survey by clicking this link [URL]. You can also type the URL directly into your browser. To begin the survey, you will need to enter your unique login information:

Username: [USERNAME]

Password: [PASSWORD]

The survey will take approximately 30 minutes to complete. You may save your responses and return to finish the survey at a later time.

Please feel free to reach out to the study team at [EMAIL] or [TELEPHONE] if you have any questions or need assistance.

On behalf of our study team and NCEHS-CCP, thank you for your participation!

Sincerely,
[NAME]

MATHEMATICA
Policy Research

Reminder Letter for the Stakeholder Survey

[DATE]

[FIRST NAME] [LAST NAME]

[ADDRESS]

[ADDRESS]

[CITY], [STATE] [ZIP CODE]

Dear [FIRST NAME] [LAST NAME],

Mathematica Policy Research is conducting a web-based survey as part of the National Center on Early Head Start Child Care Partnerships (NCEHS-CCP) Evaluation. This study is commissioned by the NCEHS-CCP at ZERO TO THREE and funded by the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. The survey will collect information about the type and quality of support you have received from NCEHS-CCP in the past year, how the training and technical assistance informed your work with EHS-CCP grantees, and how the support could be improved.

You have been identified to participate in this survey because of your experience with NCEHS-CCP as a [STAKEHOLDER] involved in supporting the implementation of EHS-CCP. Participation is voluntary; however, your input will provide important information about the type and quality of support being provided by NCEHS-CCP. Your responses will be kept private and used only for research purposes. They will be combined with the responses of other survey participants and no individual names will be reported.

Please access the web survey by visiting [URL]. We also sent you an email on [DATE] to invite you to complete the survey. To begin the survey, you will need to enter your unique login information:

Username: [USERNAME]

Password: [PASSWORD]

The survey will take approximately 30 minutes to complete. You may save your responses and return to finish the survey at a later time. If you have questions or need assistance, please contact the study team at [EMAIL] or [TELEPHONE].

On behalf of our study team and NCEHS-CCP, thank you for your participation!

Sincerely,
[NAME]

MATHEMATICA
Policy Research

Reminder Email 1 for the Stakeholder Survey

Format: Email

Subject: Reminder to Complete the National Center on Early Head Start Child Care Partnerships Web-Based Survey

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to log in and complete the web-based survey on the National Center on Early Head Start Child Care Partnerships (NCEHS-CCP). This study is commissioned by the NCEHS-CCP at ZERO TO THREE and funded by the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. Participation is voluntary; however, your input will provide ACF with important information about the types and quality of support being provided by NCEHS-CCP.

Please access the web survey by clicking this link [URL]. You can also type the URL directly into your browser. To begin the survey, you will need to enter your unique login information:

Username: [USERNAME]

Password: [PASSWORD]

The survey will take approximately 30 minutes to complete. You may save your responses and return to finish the survey at a later time. If you have questions or need assistance, please contact the study team at [EMAIL] or [TELEPHONE].

On behalf of our study team and NCEHS-CCP, thank you for your participation!

Sincerely,
[NAME]

MATHEMATICA
Policy Research

Final Reminder Email for Stakeholder Survey

Format: Email

Subject: Final Reminder to Complete the National Center on Early Head Start Child Care Partnerships Web-based Survey

Dear [FIRST NAME] [LAST NAME],

This is the final week to complete the web-based survey about the National Center on Early Head Start Child Care Partnerships (NCEHS-CCP). As of yesterday afternoon, our records indicate that you have [not yet started the survey/started the survey but not yet completed it].

Your insights are critical to creating a comprehensive understanding of the types and quality of support being provided by NCEHS-CCP. **Please don't pass up this chance to help us learn about your experiences with NCEHS-CCP. Your opinions and perspectives cannot be replaced!**

Please access the survey today at [URL]. Your login information is:

Username: [USERNAME]

Password: [PASSWORD]

If you have questions or need assistance, please contact the study team at [EMAIL] or [TELEPHONE].

On behalf of our study team and NCEHS-CCP, thank you for your participation!

Sincerely,
[NAME]

MATHEMATICA
Policy Research

Survey Reminder Call Script for Stakeholder Survey

Hello my name is [insert name] and I am calling from Mathematica Policy Research to remind you to complete the web-based survey on the National Center on Early Head Start Child Care Partnerships (NCEHS-CCP). The survey is part of an evaluation commissioned by the NCEHS-CCP at ZERO TO THREE and funded by the Administration for Children and Families in the U.S. Department of Health and Human Services. The survey will collect information about your experience with NCEHS-CCP and will help improve the quality of support provided by NCEHS-CCP.

The link to complete the survey, as well as your unique username and password information, can be found in the body of the email sent on [insert date of most recent email]. If you have trouble locating the email, we would be happy to resend it.

The survey will take approximately 30 minutes to complete. If you have any questions or need assistance, feel free to reach out to the study team at [insert phone number].

[IF STAKEHOLDER EXPRESSES CONCERNS ABOUT COMPLETING THE SURVEY: If you would prefer, we can send you a paper copy of the survey to complete.]

Thank you for your time and participation.

Thank You Email for Stakeholder Survey

Format: Email

Subject: Thank You for Participating in the National Center on Early Head Start Child Care Partnerships Web-Based Survey

Dear [FIRST NAME] [LAST NAME],

On behalf of our study team, we want to thank you for taking the time to complete the survey on the National Center on Early Head Start Child Care Partnerships (NCEHS-CCP). Your responses will play a key role improving the training and technical assistance supports offered by NCEHS-CCP.

If you have questions or concerns, please contact the study team at [EMAIL] or [TELEPHONE].

On behalf of our study team and NCEHS-CCP, thank you for your participation!

Sincerely,
[NAME]

MATHEMATICA
Policy Research