

ATTACHMENT F

STAKEHOLDER INTERVIEW SUPPLEMENTAL MATERIALS

Advance Email for Stakeholder Interviews

Format: Email

Subject: Invitation to Participate in a Phone Interview about the National Center on Early Head Start Child Care Partnerships

Dear [FIRST NAME] [LAST NAME]

As you may recall, in the summer of [2016/2018] you completed a survey about your experiences with the National Center on Early Head Start Child Care Partnership (NCEHS-CCP). As you may know, Mathematica Policy Research conducted the survey as part of the NCEHS-CCP Evaluation 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.

To follow up on the survey, we would like to contact you for a one hour phone interview about your experiences with the supports you have received from NCEHS-CCP. Participation is voluntary; however, your input will provide important information about NCEHS-CCP.

The interview will explore in more detail the T/TA support you have received from NCEHS-CCP, how that support has informed your work with EHS-CCP grantees, the quality of the support, successes and challenges, and suggestions for improvement. Your insight would be a valuable addition to the evaluation.

We would like to schedule the telephone interview at a date and time that is most convenient you. Please let me know which of the following times would work for you to talk with me:

[PROVIDE POTENTIAL SLOTS]

If these times do not work for you, please suggest a few alternative times.

If you have any questions about your participation, please contact [NAME] at Mathematica Policy Research at [TELEPHONE] or [EMAIL]. Your time and contributions to this important study are greatly appreciated, and we look forward to speaking with you.

Sincerely,
[NAME]

MATHEMATICA
Policy Research

Thank You Email for Stakeholder Interviews

Format: Email

Subject: Thank You for Participating in a Phone Interview about the National Center on Early Head Start Child Care Partnerships

Dear [FIRST NAME] [LAST NAME],

On behalf of our study team and the Administration for Children and Families, we want to thank you for taking the time to speak to us about the National Center on Early Head Start Child Care Partnerships (NCEHS-CCP). Your responses, for both the previous survey and the interview, will play a key role in 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 ACF, thank you for your participation!

Sincerely,
[NAME]

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