EPICCS ROUND 2 & 3 APPLICATION ABSTRACTION SCHEDULING CALL GUIDE

This call guide will be used by EPICCS data collectors when contacting centers to determine if any new income eligibility applications have been submitted since the prior data collection visit. If new applications have been submitted, the data collector will schedule a data collection visit to conduct additional application abstractions in person (Appendix C4).

STEP 1: Request to speak with the primary contact for the study.

My name is <DATA COLLECTOR NAME> and I work for Westat, a research company based in Rockville, MD. I am calling on behalf of USDA's Food and Nutrition Service about the Erroneous Payments in Child Care Centers Study. May I speak with <INSERT PRIMARY CONTACT NAME>.

IF THE PRIMARY CONTACT IS NOT AVAILABLE, ASK WHEN IS A GOOD TIME TO REACH HIM/HER AND/OR LEAVE A MESSAGE. FOLLOW UP AS NEEDED.

STEP 2: Determine if any new applications have been submitted since the prior data collection visit.

I am following up regarding the EPICCS data collection conducted in <INSERT MONTH OF PRIOR VISIT>. Has there been any new income eligibility applications submitted for children enrolled at your center since our last data collection visit?

IF NEW APPLICATIONS HAVE BEEN SUBMITTED, SCHEDULE THE DATA COLLECTION VISIT.

I would like to schedule a data collection visit for a day within the next two weeks that is convenient for your center. As a reminder, I will only need access to the records for approximately 30 minutes while at your center.

IF NO NEW APPLICATIONS HAVE BEEN SUBMITTED, THANK THE PRIMARY CONTACT AND REMIND HIM/HER THAT WE WILL FOLLOW UP AGAIN IN A FEW WEEKS/MONTHS.