

ATTACHMENT C

EMAILS INTRODUCING THE IMPLEMENTATION SURVEY  
TO INTERVIEW RESPONDENTS

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*<<Instructions: Below are three email templates for state, training/technical assistance/evaluator, and program staff. Use the template that is most pertinent to the respondent's role in supporting PREP program implementation. Customize accordingly.>>*

Email 1: Email to State Grantees

**Subject: Request for Interview for National PREP Evaluation**

Dear Mr./Ms. <State Contact Last Name>:

Thank you for your continued support of the Personal Responsibility Education Program (PREP) Multi-Component Evaluation, the national study that my organization—Mathematica Policy Research—is conducting on behalf of the Administration for Children and Families, U.S. Department of Health and Human Services. As you know, your state has agreed to participate in the PREP Evaluation as a requirement of receiving a PREP grant. The information that you provided about your state’s plans to implement PREP for the study’s *Design Survey* during an interview in <Month, Year> was extremely helpful to this research effort. The national findings from that round of interviews can be found in a [report](#) released in October 2013 and a [brief](#) released in April 2014.

I am writing to ask you to participate in the next phase of the study, the *Implementation Survey*. As part of the *Implementation Survey*, the study team would like to interview you to learn about the different structures and practices that your state has put in place to support PREP program implementation. The study team will also interview other organizations that are involved in supporting PREP implementation, including relevant staff from training, technical assistance, and evaluation contractors, as well as program providers.

The interview will be over the phone and will take about one hour. The topics we will discuss include [TOPICS]. Are you available for an interview during any of the following dates and times?:

<Insert bulleted list containing possible dates and times for the interview.>

I would also like to ensure that I have correctly identified other pertinent organizations in <State> to speak with about the topics noted above. Please let me know if these organizations or individuals support in the implementation of PREP in <State>.

Attached is a full description of the PREP Evaluation for your reference. You can also find information on the evaluation at <http://www.prepeval.com/>. Please feel free to contact me or the Deputy Project Director for the evaluation, Susan Zief, at 609-275-2291 or [szief@mathematica-mpr.com](mailto:szief@mathematica-mpr.com) with questions or concerns.

Thank you,

<Mathematica Researcher Email Signature>

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Email 2: Email to Technical Assistance/Evaluation Contractors

**Subject: Request for Interview for National PREP Evaluation**

Dear Mr./Ms. <Contact Last Name>:

<State Contact Name> from <State Agency> referred me to speak with you about your organization's role as a <technical assistance provider/evaluator> for the Personal Responsibility Education Program (PREP). My organization—Mathematica Policy Research—is conducting the PREP Multi-Component Evaluation on behalf of the Administration for Children and Families.

I am writing to request an interview with you for the PREP Evaluation's *Implementation Survey*. The *Implementation Survey* aims to describe how states, their technical assistance and evaluation providers, and PREP program staff help to support PREP program implementation. My understanding from <State Contact Name> is that your organization, and you in particular, plays an important role in this effort. I would like to speak with you to learn more.

The interview will be over the phone and will take about one hour. The topics we will discuss include [TOPICS]. Are you available for an interview during any of the following dates and times?:

<Insert bulleted list containing possible dates and times for the interview.>

Attached to this email is a full description of the PREP Evaluation for your reference. You can also find information on the evaluation at <http://www.prepeval.com/>. Please feel free to contact me or the Deputy Project Director for the evaluation, Susan Zief, at 609-275-2291 or [szief@mathematica-mpr.com](mailto:szief@mathematica-mpr.com) with questions or concerns.

Thank you,

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Email 3: Email to Program Staff from the Study Team

**Subject: Request for Interview for National PREP Evaluation**

Dear Mr./Ms. <Contact Last Name>:

<State Contact Name> from <State Agency> referred me to speak with you about your organization's participation in Personal Responsibility Education Program (PREP) program. My organization—Mathematica Policy Research—is conducting the PREP Multi-Component Evaluation on behalf of the Administration for Children and Families.

I am writing to request an interview with you for the PREP Evaluation's *Implementation Survey*. The *Implementation Survey* aims to describe how states, their technical assistance and evaluation providers, and PREP program staff help to support PREP program implementation in <State>. My understanding from <State Contact Name> is that you play an important role in implementing PREP in your organization. I would like to speak with you to learn more.

The interview will be over the phone and will take about one hour. You may also want to include other staff in the discussion. The topics we will discuss include [TOPICS]. Are you available for an interview during any of the following dates and times?:

<Insert bulleted list containing possible dates and times for the interview.>

Attached to this email is a full description of the PREP Evaluation for your reference. You can also find information on the evaluation at <http://www.prepeval.com/>.

Please feel free to contact me or the Deputy Project Director for the evaluation, Susan Zief, at 609-275-2291 or [szief@mathematica-mpr.com](mailto:szief@mathematica-mpr.com) with questions or concerns.

Thank you,

<Mathematica Researcher Email Signature>

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