



Child Trends  
7315 Wisconsin Avenue  
Suite 1200W  
Bethesda, MD 20814  
www.childtrends.org

## Appendix M: Follow-up Letter—YEARS Site Visit

Dear [Office of Family Assistance (OFA) HMRE Grantee],

It was great speaking with you today. We are enthusiastic to have the opportunity to visit your organization and learn more about the OFA-funded HMRE program(s) you implement with youth aged 14-24. As we mentioned on the phone, we would like to schedule this visit to take place for two or three days sometime in the next three months.

During this visit we plan to learn about the youth you serve, your organization, characteristics of the program you implement, and the ways you implement the program. To do this, we will:

- Observe one or two program sessions implemented with youth aged 14-24;
- Interview a program director/administrator;
- Interview a program facilitator;
- **[IF GRANTEE IS PARTNERING WITH ANOTHER ORGANIZATION TO IMPLEMENT THE PROGRAM]** Interview someone from a partnering organization.

Interview participants will receive a \$25 Visa gift card. I have attached a consent form to this letter which describes the interviews in more detail, including interviewees' rights as respondents in the study.

### Next steps.

- **Please identify the best dates for us to visit your organization for two or three days.**
  - o These dates should include a time when we can observe **at least one** program session.
  - o Please note that during the observations of program sessions, no one from your organization will be asked to interact with us or provide us with any information directly, so we will not require any of your staff's time.
- **Please identify potential program director/administrator and program facilitator respondents for the interview.**
  - o Please ask him or her to contact us as soon as possible via email or phone so that we can talk to him or her about the study.
- **[IF GRANTEE IS PARTNERING WITH ANOTHER ORGANIZATION TO IMPLEMENT THE PROGRAM] Please identify the best partner organization for us to speak with about your HMRE program.**
  - o (If you are a school-based program, it is probably the school).



Child Trends  
7315 Wisconsin Avenue  
Suite 1200W  
Bethesda, MD 20814  
[www.childtrends.org](http://www.childtrends.org)

Please do not hesitate to call or email Shelby Hickman, at (240) 223-9341 or [shickman@childtrends.org](mailto:shickman@childtrends.org) if you have any questions.

Best,

Mindy Scott, PhD

NOTE: The Paperwork Reduction Act Statement: The described collection of information is voluntary and will be used to better understand the Healthy Marriage and Relationship Education (HMRE) services provided for youth aged 14-24. Public reporting burden for the collection is estimated to average 90 minutes, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is XXXX-XXXX and it expires on XX/XX/XXXX.