



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

Appendix O: Introduction to Study Letter YEARS Interviews

Dear **[Participant]**,

Child Trends is contracting with the Administration for Children and Families in the U.S. Department of Health and Human Services to conduct a study with Office of Family Assistance-funded Healthy Marriage and Relationship Education programs that serve youth aged 14-24. As a part of this study we plan to visit your organization on **[Date]**.

During this site visit we aim to learn about the youth your organization serves, 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.

We are writing because you have expressed interest in participating in a **[program director/administrator/program facilitator/partner organization]** interview. Interview participants will receive a \$25 Visa gift card. I have attached a consent form to this letter which describes the interview in more detail, including your rights as a respondent in the study.

If you are interested in participating in the interview, please respond to this email or call me at (240) 223-9341 and let me know when the best time to conduct a 60 minute, in-person interview would be during **[Dates]**. We expect that the time to coordinate the interview, review the instructions, and follow up will take an additional 30 minutes of your time.

Once we determine a date and time, we will work with you to find a location that is convenient for you to have the interview, either at your organization or in a public place such as a coffee shop or library.

Please do not hesitate to call or email Shelby Hickman, at (240) 223-9341 or 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



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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.