

APPENDIX N

AI/AN FACES SPRING 2016 ADVANCE MATERIALS

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APPENDIX N-1

AI/AN FACES TEACHER SURVEY AND TEACHER CHILD REPORT¹ INVITATION

¹ The TCR referenced in this invitation was approved through a previous information collection request (fall 2015; August 7, 2015).

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AI/AN FACES-XX

DATE

Dear [TEACHER]:

Thank you for taking part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AI/AN FACES). This past fall [ENTER PROGRAM NAME] was selected to participate in AI/AN FACES. The study focuses on children's growth in Head Start, family involvement, and Head Start program quality. It aims to identify ways that Head Start can best serve the needs of children and families in tribal communities. This spring, you are one of about 100 teachers who are being invited to take part in this important study. Participation by teachers like you is vital to the study's success. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, is funding the study. Mathematica Policy Research, an independent research company, is conducting AI/AN FACES.

[OSC NAME] will be working with us again this spring to help coordinate our data collection visit to your program. This spring, our staff will spend about one week in your center. Just as in the fall, Mathematica staff will give a 45-minute assessment to children whose parents gave permission last fall and will ask these children's parents to take a short survey.

You will be asked to do three things:

- Complete the Teacher Child Report (TCR), a short form for each AI/AN FACES child in your class that asks about social skills, problem behaviors, and approaches to learning that you have observed or seen these children use. Each TCR should only take about 10 minutes to complete. It can be completed online or on paper. If you decide to answer the questions using the paper copies, you will be asked to return them to the Mathematica staff, or in the envelope provided. As a thank you, we will send you a \$10 gift card for each TCR you complete.
- Answer a short Teacher Survey that should take about 35 minutes to complete. The survey will ask about your classroom's activities and materials, the use of native culture and language in your classroom, and the ways that you involve and interact with children's parents. It will also ask about your feelings, education and training, and any professional development you may have taken part in over the past year.

[IF TEACHER HAS MORE THAN ONE CLASS SELECTED FOR AI/AN FACES]

Because you have more than one classroom participating in AI/AN FACES, you will find a separate log-in ID and password below for each class. When you log into the AI/AN FACES teacher website for the first classroom listed below, you will be asked to complete the Teacher Survey and a set of TCRs for children in the first classroom. Please complete the survey and TCRs for this classroom first. Then you will log into the website using the second ID and password to complete just the TCRs for the second classroom. You will only complete the Teacher Survey once.

LETTER TO: [TEACHER]
FROM: Annalee Kelly
DATE:
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- Have an AI/AN FACES study team member observe your classroom once for about four hours. We will work with [OSC NAME] to schedule the observation. You should not make any special preparations for this visit. We will offer your classroom a token of appreciation for taking part.

All information you provide will be kept private to the extent permitted by law. No one from your Head Start program will see or hear your individual responses, and your name and your program's name will never be associated with or identified in any study reports.

We have enclosed answers to a set of frequently asked questions you may have and some helpful tips for completing your Teacher Survey and the TCRs online. When you visit the website, you should use the log-in ID and password below. These are secure and will not be shared with anyone. Using the log-in ID and password ensures that your responses will be protected.

We encourage you to complete the survey online at:

[SURVEY URL]
LOG-IN ID: XXXXXX
PASSWORD: XXXXXX

Taking part in AI/AN FACES is voluntary. You can decide not to continue in the study at any point. Mathematica staff will be happy to answer any questions about AI/AN FACES and to assist you in any way you need with the study. You can contact us toll-free at 855-714-8193 or email us at AIANFACES@mathematica-mpr.com. If you have questions about your rights as a study volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. To learn more about AI/AN FACES, visit the AI/AN FACES website at <http://www.acf.hhs.gov/programs/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces>. Thank you in advance for your help with this important study.

Sincerely,


Annalee Kelly

Paperwork Reduction Act Statement: The referenced collection of information is voluntary. 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 0971-0151 and it expires XX/XX/20XX. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Mathematica Policy Research, 1100 1st Street, NE, 12th Floor, Washington, DC 20002, Attention: Lizabeth Malone.

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APPENDIX N-2

AI/AN FACES PROGRAM DIRECTOR SURVEY INVITATION

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Annalee Kelly
AI/AN FACES Survey Director

P. O. Box 2393
Princeton, NJ 08543-2393
Telephone (609) 799-3535
Fax (609) 799-0005
www.mathematica-mpr.com

AI/AN FACES-XX

DATE

Dear [PROGRAM DIRECTOR]:

Thank you for your program's participation in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AI/AN FACES) last fall. We are excited about the new spring activities and hope you are too. The study focuses on children's growth in Head Start, family involvement, and Head Start program quality. It aims to identify ways that Head Start can best serve the needs of children and families in tribal communities. Your help is vital to the study's success. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, funds the study. Mathematica Policy Research, an independent research company, is conducting AI/AN FACES.

This spring, we invite you to complete a short 20-minute online survey. Your survey will ask about staff education and training, curriculum and assessment, program management, children and families served, native culture and language in the program, use of data to make decisions, resources available to your program, and your feelings about your job and program. It will also ask about your education and training and any professional development you may have taken part in over the past year. We are also asking the teachers and center directors selected for AI/AN FACES to complete a short survey.

All information you provide will be kept private to the extent permitted by law. No one from your Head Start program will see or hear your individual responses, and your name and your program's name will never be associated with or identified in any study reports.

We have enclosed some helpful tips for completing your survey online. When you visit the website, you should use the log-in ID and password below. These are secure and will not be shared with anyone. Using the log-in ID and password ensures that your responses will be protected.

We encourage you to complete the survey online at:

[SURVEY URL]

LOG-IN ID: XXXXXX

PASSWORD: XXXXXX

LETTER TO: [PROGRAM DIRECTOR]
FROM: Annalee Kelly
DATE:
PAGE: 2

Taking part in AI/AN FACES is voluntary. You can decide not to continue in the study at any point. Mathematica staff will be happy to answer any questions about AI/AN FACES and to assist you in any way you need with the study. You can contact [LIAISON] at [xxx-xxx-xxxx or LIAISON EMAIL]. If you have questions about your rights as a study volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. To learn more about AI/AN FACES, visit the AI/AN FACES website at <http://www.acf.hhs.gov/programs/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces>. Thank you in advance for your help with this important study.

Sincerely,



Annalee Kelly

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APPENDIX N-3

AI/AN FACES CENTER DIRECTOR SURVEY INVITATION



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Fax (609) 799-0005
www.mathematica-mpr.com

AI/AN FACES-XX

DATE

Dear [CENTER DIRECTOR]:

Thank you for your Head Start center's participation in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AI/AN FACES) last fall. We are excited about the new spring activities and hope you are too. The study focuses on children's growth in Head Start, family involvement, and Head Start program quality. It aims to identify ways that Head Start can best serve the needs of children and families in tribal communities. Your help is vital to the study's success. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, funds the study. Mathematica Policy Research, an independent research company, is conducting AI/AN FACES.

This spring, we invite you to complete a short 20-minute online survey. Your survey will ask about staffing and staff education and training, curriculum and assessment, program management, native culture and language at your center, and your feelings about your job and center. It will also ask about your education and training and any professional development you may have taken part in over the past year. Your program director and the teachers in classrooms selected for AI/AN FACES have also been asked to complete a short survey.

All information you provide will be kept private to the extent permitted by law. No one from your Head Start program will see or hear your individual responses, and your name and your center's name will never be associated with or identified in any study reports.

We have enclosed some helpful tips for completing your survey online. When you visit the website, you should use the log-in ID and password below. These are secure and will not be shared with anyone. Using the log-in ID and password ensures that your responses will be protected.

We encourage you to complete the survey online at:

[SURVEY URL]

LOG-IN ID: XXXXXX
PASSWORD: XXXXXX

LETTER TO: [CENTER DIRECTOR]
FROM: Annalee Kelly
DATE:
PAGE: 2

Taking part in AI/AN FACES is voluntary. You can decide not to continue in the study at any point. Mathematica staff will be happy to answer any questions about AI/AN FACES and to assist you in any way you need with the study. You can contact us toll-free at 855-714-8193 or email us at AIANFACES@mathematica-mpr.com. If you have questions about your rights as a study volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. To learn more about AI/AN FACES, visit the AI/AN FACES website at <http://www.acf.hhs.gov/programs/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces>. Thank you in advance for your help with this important study.

Sincerely,



Annalee Kelly

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APPENDIX N-4

AI/AN FACES PROGRAM DIRECTOR SURVEY INVITATION
(ONE-CENTER PROGRAM DIRECTOR)

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American Indian and
Alaska Native
Family and Child Experiences Survey

Annalee Kelly
AI/AN FACES Survey Director

MATHEMATICA Policy Research

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Princeton, NJ 08543-2393
Telephone (609) 799-3535
Fax (609) 799-0005
www.mathematica-mpr.com

AI/AN FACES-XX

[DATE]

Dear [PROGRAM DIRECTOR]:

Thank you for your program's participation in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AI/AN FACES) last fall. We are excited about the new spring activities and hope you are too. The study focuses on children's growth in Head Start, family involvement, and Head Start program quality. It aims to identify ways that Head Start can best serve the needs of children and families in tribal communities. Your help is vital to the study's success. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, funds the study. Mathematica Policy Research, an independent research company, is conducting AI/AN FACES.

This spring, we invite you to complete a short 20-minute online survey. Your survey will ask about staff education and training, curriculum and assessment, program management, children and families served, native culture and language in the program, use of data to make decisions; resources available to your program, and your feelings about your job and program. It will also ask about your education and training and any professional development you may have taken part in over the past year.

We understand that in addition to being the program director, you are also the center director for the center selected for this study. After you have completed the program-level survey, someone from our team will call you to ask an abbreviated set of questions about staffing and recruitment at your center. The teachers in classrooms selected for AI/AN FACES have also been asked to complete a short survey.

All information you provide will be kept private to the extent permitted by law. No one from your Head Start program will see or hear your individual responses, and your name and your program's name will never be associated with or identified in any study reports.

We have enclosed some helpful tips for completing your survey online. When you visit the website, you should use the log-in ID and password below. These are secure and will not be shared with anyone. Using the log-in ID and password ensures that your responses will be protected.

We encourage you to complete the survey online at:

[SURVEY URL]

LOG-IN ID: XXXXXX

PASSWORD: XXXXXXXX

LETTER TO: [PROGRAM DIRECTOR]
FROM: Annalee Kelly
DATE:
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Taking part in AI/AN FACES is voluntary. You can decide not to continue in the study at any point. Mathematica staff will be happy to answer any questions about AI/AN FACES and to assist you in any way you need with the study. You can contact [LIAISON] at [xxx-xxx-xxxx or LIAISON EMAIL]. If you have questions about your rights as a study volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. To learn more about AI/AN FACES, visit the AI/AN FACES website at <http://www.acf.hhs.gov/programs/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces>. Thank you in advance for your help with this important study.

Sincerely,



Annalee Kelly

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APPENDIX N-5

AI/AN FACES CENTER DIRECTOR SURVEY INVITATION
(MULTI-CENTER DIRECTOR)

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Fax (609) 799-0005
www.mathematica-mpr.com

AI/AN FACES-XX

[DATE]

Dear [CENTER DIRECTOR]:

Thank you for your Head Start center's participation in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AI/AN FACES) last fall. We are excited about the new spring activities and hope you are too. The study focuses on children's growth in Head Start, family involvement, and Head Start program quality. It aims to identify ways that Head Start can best serve the needs of children and families in tribal communities. Your help is vital to the study's success. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, funds the study. Mathematica Policy Research, an independent research company, is conducting AI/AN FACES.

This spring, we invite you to complete a short 20-minute online survey for the [FIRST CENTER]. Your survey will ask about staffing and staff education and training, curriculum and assessment, program management, native culture and language at your center, and your feelings about your job and center. It will also ask about your education and training and any professional development you may have taken part in over the past year.

We understand that you are the center director for two of the centers selected for this study. After you have completed the survey for the [FIRST CENTER], someone from our team will call you to ask you an abbreviated set of questions about the [SECOND CENTER]. We are also asking your program director and the teachers in classrooms selected for AI/AN FACES to complete a short survey.

All information you provide will be kept private to the extent permitted by law. No one from your Head Start program will see or hear your individual responses, and your name and your center's name will never be associated with or identified in study reports.

We have enclosed some helpful tips for completing your survey online. Please think about the [FIRST CENTER] when completing the survey. When you visit the website, you should use the log-in ID and password below. These are secure and will not be shared with anyone. Using the log-in ID and password ensures that your responses will be protected.

We encourage you to complete the survey online at:

[SURVEY URL]

LOG-IN ID: XXXXXX

PASSWORD: XXXXXXXX

Taking part in AI/AN FACES is voluntary. You can decide not to continue in the study at any point. Mathematica staff will be happy to answer any questions about AI/AN FACES and to assist you in any way you need with the study. You can contact us toll-free at 855-714-8193 or email us at AIANFACES@mathematica-mpr.com. If you have questions about your rights as a

LETTER TO: [CENTER DIRECTOR]
FROM: Annalee Kelly
DATE:
PAGE: 2

study volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. To learn more about AI/AN FACES, visit the AI/AN FACES website at <http://www.acf.hhs.gov/programs/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces>. Thank you in advance for your help with this important study.

Sincerely,



Annalee Kelly

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APPENDIX N-6

AI/AN FACES PARENT SURVEY INVITATION

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Annalee Kelly
AI/AN FACES Survey Director

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Princeton, NJ 08543-2393
Telephone (609) 799-3535
Fax (609) 799-0005
www.mathematica-mpr.com

AI/AN FACES-XX

DATE

[PARENT NAME]
[PARENT ADDRESS]

Dear [PARENT]:

Thank you for your and your child's participation in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AI/AN FACES) last fall. The information collected in the study will help Head Start identify the best ways to serve the needs of children and families in tribal communities. As one of only about 800 families taking part in this important study of AI/AN Head Start programs, your help is vital to the study's success. The study is funded by the Administration for Children and Families, part of the U.S. Department of Health and Human Services. Mathematica Policy Research, an independent research firm, is conducting the study.

As part of this study, we invite you to fill out a survey about you and your child. You can take the survey online or by phone. If you want to fill out the survey online but do not have internet access, you can fill out the survey at your child's Head Start center during the week the AI/AN FACES data collection team is visiting. The AI/AN FACES team will have computers you can use. To take the survey by phone, please call 844-807-6007 toll free. Please also call this number if you need to take the survey in a language other than English or Spanish. **The survey will take about 30 minutes to finish. After you finish the survey we will send you a \$25 pre-paid debit card to thank you for your participation.**

To take the survey online, go to:

<http://parent.faces-2014.org>

Use the log-in ID and password shown below:

Log-in ID: [Log-in]

Password: [Password]

Please finish the survey as soon as you can. Here are some points to keep in mind:

- Taking part in AI/AN FACES is up to you. There is no penalty if you decide not to participate. Taking part in the study, or deciding not to participate will not affect any Head Start services you or your child receives. There are no risks from taking part in the study. However, you may be asked a few sensitive questions. You may choose not to answer those questions, though.
- Study results will only be reported for groups. Study results will never be reported in a way that identifies you, your child, any other individuals in your family, or your child's Head Start program. We are required to identify participants if they were to tell us something that suggests that they are very likely to harm themselves, that they are planning to hurt another person or child, or that someone is likely to harm them.

If you have questions about AI/AN FACES, please call Felicia Parks of Mathematica Policy Research at 844-807-6007. This call is free. If you have questions about your rights as a study volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. To learn more about AI/AN FACES, visit the study website at <http://www.acf.hhs.gov/programs/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces>.

Thanks again for taking part in AI/AN FACES.

Sincerely,



Annalee Kelly
AI/AN FACES Survey Director

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