

ATTACHMENT B
CALL SCRIPT FOR PLANNING SITE VISITS

The introductory script to plan the site visits follows this cover page. The script will be used during an initial 30-minute call to schedule the site visit with the project director.

INITIAL CONFERENCE CALL

This conference call is for scheduling purposes, not data collection. The conference call will not be recorded. The email correspondence arranging this conference call can be found in Attachment A. All information from this call will be kept private to the extent permitted by law. [Read the information in the Paperwork Reduction Act Statement (found in the text box at the end of this document) to conference call participants.]

I am [name] from Mathematica Policy Research. Also joining me on this call from our research team is [name].

Thank you for taking the time to speak with me. Is this still a good time to talk with you about the site visits for the CB's Implementation Grants to Develop a Model Intervention for Youth/Young Adults with Child Welfare Involvement at Risk of Homelessness: Phase II (also known as "YARH-2")? As mentioned earlier, the conversation should take about 30 minutes.

As I mentioned in the email sent on [date], we are preparing to conduct site visits associated with the process study for YARH-2, which is sponsored by the Administration for Children and Families in the U.S. Department of Health and Human Services. The Office of Planning, Research and Evaluation has contracted with us to provide evaluation technical assistance to grantees and to conduct a process study of the YARH-2 grants.

The process study has two objectives. First, we will report on the challenges and facilitators grantees experienced designing and implementing the comprehensive service models. Second, we will report on how the multiphase grant effort, the planning grant and the implementation grant, supported grantees in designing, implementing, and preparing for rigorous evaluation of a comprehensive service model intended to prevent homelessness among youth and young adults with child welfare involvement.

You are being contacted because you [are the project director/were designated as our contact by the project director] for one of the six YARH-2 grantees. For the process study, we'd like to learn more about how your committee has used the YARH-2 grant to refine and implement the comprehensive service model developed during the first two-year planning grant.

Objectives for this call include:

1. Introduce the study team and site visitor
2. Describe the site visit
 - a. Purpose of the site visit
 - b. Site visit activities
 - c. Duration of the site visit
 - d. What is needed from you (the YARH grantee)
3. Discuss next steps: timing of site visit and identifying respondents
4. Address questions you might have about the site visit or process study

The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to understand the grantee planning process. 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 number for this collection is 0970-0445 and the expiration date is XX-XX-XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [\[Contact Name\]](#); [\[Contact Address\]](#); Attn: OMB-PRA (0970-0445).