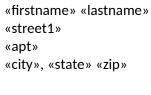
Appendix G – Survey Welcome, Advance, and Tracking Letters

Survey Welcome Letter for Sites Testing the Parenting Intervention



Date

Dear «firstname» «lastname»

Thank you for participating in the Building Bridges and Bonds Study (or B3 for short).

About <four weeks> ago you applied to participate in a program called [INTERVENTION NAME] at [SITE PROGRAM NAME]. You also agreed to participate in research to better understand how to help people improve their parenting skills and relationships with their children. The study is funded by the U.S. Department of Health and Human Services. B3 is being led by MDRC, a non-profit research organization. They have partnered with Abt SRBI to survey the study participants.

When you enrolled in the study on «RA date», program staff explained that the research team would follow up with you in the future. In about five months, we will contact you to ask you to take a telephone survey. We will want to learn about your experiences since applying for the program. At that time, we will provide a \$35 gift to thank you for participating in a telephone survey to tell us about your experience.

To make sure we can reach you to conduct the survey, please review the contact information on the attached form. Please **fill in or update any missing or incorrect contact information**. Please also provide contact information for **three people outside your household** who you are regularly in touch with. We will only contact them if we cannot reach you. We are including \$2 as a thank you for responding to this request.

There are also other ways for you to stay in touch with our team. If you prefer to contact us by phone, please call our toll-free number: **1-866-XXX-XXX**. You can contact us online at this website: B3study.com. If you prefer to update your information by telephone or online, please have this PIN number handy: **«PIN»**. This PIN is unique to you and will help our research team find your information in our system.

Any information you provide is voluntary. You may choose whether to provide this information to us. Any information you provide to us will be kept private to the extent permitted by law.

Thank you for your willingness to be a part of this important study. Please contact us if you have any questions.

Thank you again!

Sincerely yours,

«res_id» T							
Page 2 (PLEASE PRINT I FAVOR DE ESCRIE	BIR EN LETRA	A DE MOLDE)					
1. Is this the correct spelling of ye	our name? /	'Es éste su noi	mbre corr	ecto?			
«First_name» «Last_name»							
Please check appropriate box.	□ Yes / Sí	☐ No, th	ne correct :	spelling	is: / El nombre correcto es		
First Name/Nombre	Middle Nam	пе		Last N	ame/ <i>Apellido</i>	Suffix (Sr./Jr.)	
2. Is this your correct address? /	Es esta su d	dirección corre	cta?				
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Please check appropriate box.	□ Yes / Sí	☐ No, m	ny correct a	address	is: / Mi dirección correcta es		
Street /Calle					Apartment # / Nún	nero de Apt.	
City / Ciudad		State	/ Estado		Zip Code / Código	Postal	
3. Is this your correct phone num Please check appropriate box. ☐ Yes Home Phone / Número de teléfono del l	s/Sí 🗖		phone nui	mber is:	cto? «Phone1» / Mi número de teléfono cori nero de teléfono del cellular	recto es:	
	e Number O DE TELEFONC)	Area C CODIG	ode SO DE AR	Telephone Number NUMERO DE TELE		
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2. Name / Nombre:					Relation to you / Parentesco con usted:		
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State / Estado	Zi	ip Code / Codigo	Postal		Phone / NUMERO DE TELEFON	0	

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«firstname» «lastname»
«street1»
«apt»
«city», «state» «zip»
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Dear «firstname» «lastname»

Thank you for participating in the Building Bridges and Bonds Study (or B3 for short).

About <four weeks> ago you applied to participate in a program called [INTERVENTION NAME] at [SITE PROGRAM NAME]. You also agreed to participate in research to better understand how to help people find and keep jobs. The study is funded by the U.S. Department of Health and Human Services. B3 is being led by MDRC, a non-profit research organization. They have partnered with Abt SRBI to survey the study participants.

When you enrolled in the study on «RA date», program staff explained that the research team would follow up with you in the future. In about five months, we will contact you to ask you to take a telephone survey. We will want to learn about your experiences since applying for the program. At that time, we will provide a \$35 gift to thank you for participating in a telephone survey to tell us about your experience.

To make sure we can reach you to conduct the survey, please review the contact information on the attached form. Please **fill in or update any missing or incorrect contact information**. Please also provide contact information for **three people outside your household** who you are regularly in touch with. We will only contact them if we cannot reach you. We are including \$2 as a thank you for responding to this request.

There are also other ways for you to stay in touch with our team. If you prefer to contact us by phone, please call our toll-free number: **1-866-XXX-XXX**. You can contact us online at this website: B3study.com. If you prefer to update your information by telephone or online, please have this PIN number handy: **«PIN»**. This PIN is unique to you and will help our research team find your information in our system.

Any information you provide is voluntary. You may choose whether to provide this information to us. Any information you provide to us will be kept private to the extent permitted by law.

Thank you for your willingness to be a part of this important study. Please contact us if you have any questions.

Thank you again!

Sincerely yours,

«res_id»							
Page 2 (PLEASE PRINT I FAVOR DE ESCRIB	IR EN LETR	RA DE MOLDI	E)				
1. Is this the correct spelling of yo	our name?	/ Es éste su	nombre corr	ecto?			
«First_name» «Last_name»							
Please check appropriate box.	□ Yes / Sí	□ No	o, the correct	spelling	is: / El nombre correcto es		
First Name/Nombre	Middle Nar	ne		Last N	ame/Apellido	Suffix (Sr./Jr.)	
2. Is this your correct address?	Es esta su	dirección co	orrecta?	ı			
«ADDRESS_LINE_1» «ADDRESS_L	INE_2» «CI	ITy», «STATI	E_CODE» «Z	ZIP»			
Please check appropriate box.	□ Yes / Sí	□ No	o, my correct	address	is: / Mi dirección correcta es		
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City / Ciudad		St	ate / Estado		Zip Code / Código	Postal	
3. Is this your correct phone num Please check appropriate box. ☐ Yes Home Phone / Número de teléfono del h	l Sí □		rect phone nu	mber is:	cto? «Phone1» / Mi número de teléfono corr nero de teléfono del cellular	recto es:	
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State / Estado	·				Phone / NUMERO DE TELEI	Phone / NUMERO DE TELEFONO () —	
2. Name / Nombre:					Relation to you / Parentesco	o con usted:	
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State / Estado	Zi	p Code / Codi	go Postal		Phone / NUMERO DE TELEFONO () —		
3. Name / Nombre:					Relation to you / Parentesco	o con usted:	
Address / Dirección	, A	Apartment # /	Número de Ap	t.	City / Ciudad		
State / Estado	Z	Zip Code / Cod	digo Postal		Phone / NUMERO DE TELEFON	0	

```
«firstname» «lastname»
«street1»
«apt»
«city», «state» «zip»
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Dear «firstname» «lastname»

Thank you for participating in the Building Bridges and Bonds Study (or B3 for short). You are receiving this letter because in <<RA Month, RA Year>>, you applied to participate in a program called [INTERVENTION NAME] at [SITE PROGRAM NAME]. When you applied you also agreed to participate in research to better understand how to help people improve their parenting skills and relationships with their children and co-parents.

B3 is funded by the U.S. Department of Health and Human Services. The study team is led by MDRC, a non-profit research organization. Abt SRBI, a private research firm, is conducting a <u>telephone interview</u> to gather important information as part of B3. We will ask questions about your parenting and co-parenting relationships, child support, employment, and financial well-being. The interview should take about 40 minutes.

- Your help is valuable. Only you can tell us about your experiences. As a thank you gift, you will receive a \$35 check or money order. By completing the interview, you will help us learn whether «Intervention Name» helps people who participate.
- Your participation is **voluntary**. You are not required to complete the interview. If you do not participate in the interview, it will not affect your participation in the program. Once the interview has started, you may refuse to answer any question.
- Your information is private. We follow strict rules to keep all information we collect about you private to the
 extent permitted by law. Your responses will be combined with other people's responses. They will only be
 reported together as a group. No individual responses will be reported. Your information will be used only for
 conducting this research.

You will receive more information about the survey or a call from an Abt SRBI interviewer in the next few weeks. We look forward to your participation.

If you have any questions or concerns about this study please call Abt SRBI toll-free at 1-866-XXX-XXXX. You can also call us if you want to schedule a survey appointment. If you hear a recorded message, please leave your name, telephone number, your PIN # «PIN» and the best time to call you. One of our interviewers will call you back very soon.

Thank you for your help on this important project. Please call us to <u>update your contact information (phone number or email address)</u> at any time.

Sincerely yours,

«firstname» «lastname»
«street1»
«apt»
«city», «state» «zip»

Date

Dear «firstname» «lastname»

Thank you for participating in the Building Bridges and Bonds Study (or B3 for short). You are receiving this letter because in <<RA Month, RA Year>>, you applied to participate in a program called [INTERVENTION NAME] at [SITE PROGRAM NAME]. When you applied you also agreed to participate in research to better understand how to help people find and keep jobs.

The study is funded by the U.S. Department of Health and Human Services. The study team is led by MDRC, a non-profit research organization. Abt SRBI, a private research firm, is conducting a <u>telephone interview</u> to gather important information as part of B3. We will ask questions about your employment, well-being, parenting and co-parenting relationships, involvement with the criminal justice system, and child support. The interview should take about of 40 minutes.

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 who participate.
- <u>Your participation is **voluntary**</u>. You are not required to complete the interview. If you do not participate in the interview, it will not affect your participation in the program. Once the interview has started, you also may refuse to answer any question.
- Your information is **private**. We follow strict rules to keep all information we collect about you private to the extent permitted by law. Your responses will be combined with other people's responses. They will only be reported together as a group. No individual responses will be reported. Your information will be used only for conducting this research.

You will receive more information about the survey or a call from an Abt SRBI interviewer in the next few weeks. We look forward to your participation.

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Thank you for your help on this important project. Please call us to <u>update your contact information (phone number or email address)</u> at any time.

Sincerely yours,

Send Date: << Month, XX, 20XX>>

To: «FIRST NAME» «LAST NAME»

From: Abt SRBI and MDRC

Reply To: Jodi Walton; B3study@srbi.com

Subject: Building Bridges and Bonds (B3) Follow-up Survey Invitation

Dear «FIRST_NAME» «LAST_NAME»:

We need your help to learn about your experiences in the *Building Bridges and Bonds (B3)* study. As a "thank you" gift, you will receive a \$35 check or money order.

Please call to schedule an appointment for this interview:

1(866) XXX – XXXX

We have emailed you because you participated in the B3 study, also known as «ProgramName». In **«RA Month, RA Year»** you agreed to participate in the B3 research study.

The study team is led by MDRC, a non-profit research organization. Abt SRBI, a private research firm, is conducting a <u>telephone interview</u> to gather important information as part of B3. We will ask you questions about your parenting and coparenting relationships, child support, employment, and financial well-being. The interview should take about 40 minutes.

- Your help is valuable. Only you can tell us about your experiences. As a thank you gift you will receive a \$35 check or money order. By completing the interview, you will help us learn whether «Intervention Name» helps people who participate.
- Your participation is **voluntary**. You are not required to complete the interview. If you do not participate in the interview, it will *not affect your participation in the program*. Once the interview has started, you also may refuse to answer any question.
- Your information is kept **private**. We follow strict rules to keep all information we collect about you private to the extent permitted by law. Your responses will be combined with other people's responses. They will only be reported together as a group. No individual responses will be reported. Your information will be used only for conducting this research.

Please call Abt SRBI toll-free at 1-866-XXX-XXXX. If you hear a recorded message, please leave your name, telephone number, your Pin #«PIN» and the best time to call you. One of our interviewers will call you back very soon.

We actively monitor this email account. You may reply to this email to schedule an appointment or to update your contact information.

Sincerely,

Jodi Walton

Senior Project Director

Abt SRBI

55 Wheeler Street

Cambridge, MA 02138

If you no longer wish to receive email invitations and reminders for this survey, please click this link below:

unsubscribe

Send Date: << Month, XX, 20XX>>

To: «FIRST_NAME» «LAST_NAME»

From: Abt SRBI and MDRC

Reply To: Jodi Walton; B3study@srbi.com

Subject: Building Bridges and Bonds (B3) Follow-up Survey Invitation

Dear «FIRST_NAME» «LAST_NAME»:

We need your help to learn about your experiences in the *Building Bridges and Bonds (B3)* study. As a "thank you" gift, you will receive a \$35 check or money order.

Please call to schedule an appointment for this interview:

1(866) XXX - XXXX

We have emailed you because you participated in the *B*3 study, also known as «ProgramName». In **«RA Month, RA Year»** you agreed to participate in the *B*3 research study.

The study team is led by MDRC, a non-profit research organization. Abt SRBI, a private research firm, is conducting a <u>telephone interview</u> to gather important information as part of B3. We will ask questions about your employment, well-being, parenting and co-parenting relationships, involvement with the criminal justice system, and child support. The interview should take about 40 minutes.

- Your help is valuable. Only you can tell us about your experiences. As a thank you gift you will receive a \$35 check or money order. By completing the interview, you will help us learn whether «Intervention Name» helps people who participate.
- Your participation is **voluntary**. You are not required to complete the interview. If you do not participate in the interview, it will not affect your participation in the program. Once the interview has started, you also may refuse to answer any question.
- Your information is kept **private**. We follow strict rules to keep all information we collect about you private to the extent permitted by law. Your responses will be combined with other people's responses. They will only be reported together as a group. No individual responses will be reported. Your information will be used only for conducting this research.

Please call **Abt SRBI toll-free at 1-866-XXX-XXXX**. If you hear a recorded message, please leave your name, telephone number, your Pin #«PIN» and the best time to call you. One of our interviewers will call you back very soon.

We actively monitor this email account. You may reply to this email to schedule an appointment or to update your contact information.

Sincerely,

Jodi Walton

Senior Project Director

Abt SRBI

55 Wheeler Street

Cambridge, MA 02138

If you no longer wish to receive email invitations and reminders for this survey, please click this link below: unsubscribe

Survey Tracking Letter for Sites Testing the Parenting Intervention

```
«firstname» «lastname»
«street1»
«apt»
«city», «state» «zip»
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Dear «firstname» «lastname»

Thank you for agreeing to participate in the Building Bridges and Bonds Study (or B3 for short).

Several months ago you applied to participate in a program called [INTERVENTION NAME] at [SITE PROGRAM NAME]. You also agreed to participate in research to better understand how to help people improve their parenting skills and relationships with their children and co-parents. The study is funded by the U.S. Department of Health and Human Services. B3 is being led by MDRC, a non-profit research organization. They have partnered with Abt SRBI to survey the study participants.

When you enrolled in the study on «RA date», program staff explained that the research team would follow up with you in the future. In the next few months, we will contact you to ask you to take a telephone survey. We will want to learn about your experiences since applying for the program. At that time, we will provide a \$35 gift to thank you for participating in a telephone survey about your experiences.

To make sure we can reach you to conduct the survey, please review the contact information on the attached form. Please fill in or update any missing or incorrect contact information. Please also provide contact information for three people outside your household who you are regularly in touch with. We will only contact these individuals if we cannot reach you. We will send you \$5 as a thank you for responding to this request.

There are also other ways for you to stay in touch with our team. If you prefer to contact us by phone, please call our toll-free number: **1-866-XXX-XXX**. You can contact us online at this website: B3study.com. If you prefer to update your information by telephone or online, please have this PIN number handy: **«PIN»**. This PIN is unique to you and will help our research team find your information in our system.

Any information you provide is voluntary. You may choose whether to provide this information to us. Any information you provide to us will be kept private to the extent permitted by law.

We greatly appreciate your willingness to be a part of this important study. Please contact us with any questions.

Thank you again!

Sincerely yours,

Page 2 (PLEASE PRINT / FAVOR DE ESCRIBIR EN LETRA DE MOLDE)

1. Is this the correct spelling of your na	me? / Es éste	su nombre corr	ecto?			
«First_name» «Last_name»						
Please check appropriate box. \square Ye	s / Sí 🔻 🗖	No, the correct	spelling is	s: / El nombre correcto es		
First Name/Nombre Middle	e Name		Last Na	me/ <i>Apellido</i>	Suffix (Sr./Jr.)	
2. Is this your correct address? I Es est						
«ADDRESS_LINE_1» «ADDRESS_LINE_2	• •	_				
Please check appropriate box. Yes	S/Si L	No, my correct a	address is	s: / Mi dirección correcta es		
Street /Calle				Apartment # / Núme	ero de Apt.	
City / Ciudad		State / Estado		Zip Code / Código P	Postal	
3. Is this your correct phone number? /	Es éste su nú	ímero de teléfon	o correct	to? «Phone1»		
Please check appropriate box. ☐ Yes / Sí				Mi número de teléfono corre	cto es:	
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State / Estado	Zip Code	e / Codigo Postal		Phone / NUMERO DE TELEFO	DNO	
2. Name / Nombre:	l			Relation to you / Parentesco	con usted:	
Address / Dirección Apartment # / Núme				City / Ciudad		
State / Estado	Zip Code / C	Codigo Postal		Phone / NUMERO DE TELEFONO () —		
3. Name / Nombre:				Relation to you / Parentesco	con usted:	
Address / Dirección	Apartment	# / Número de Ap	t.	City / Ciudad		
State / Estado	Zip Code /	Codigo Postal		Phone / NUMERO DE TELEFONO () —		

```
«firstname» «lastname»
«street1»
«apt»
«city», «state» «zip»
```

Dear «firstname» «lastname»

Thank you for agreeing to participate in the Building Bridges and Bonds Study (or B3 for short).

Several months ago you applied to participate in a program called [INTERVENTION NAME] at [SITE PROGRAM NAME]. You also agreed to participate in research to better understand how to help people find and keep jobs. The study is funded by the U.S. Department of Health and Human Services. B3 is being led by MDRC, a non-profit research organization. They have partnered with Abt SRBI to survey the study participants.

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Any information you provide is voluntary. You may choose whether to provide this information to us. Any information you provide to us will be kept private to the extent permitted by law.

We greatly appreciate your willingness to be a part of this important study. Please contact us with any questions.

Thank you again!

Sincerely yours,

Jodi Walton Senior Project Director Abt SRBI

«res_id»

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Page 2

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Please check appropriate box.	☐ Yes / Sí	□ No,	the correct spellir	ng is: / E	I nombre correcto es	
First Name/Nombre	Middle Nar	me	Last	Name/A	Apellido	Suffix (Sr./Jr.
2. Is this your correct addres	ss? Es esta su	dirección cori	recta?			
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Please check appropriate box.	☐ Yes / Sí	☐ No,	my correct addre	ss is: / N	li dirección correcta es	
Street /Calle					Apartment # / Núme	ro de Apt.
City / Ciudad		Stat	e / Estado		Zip Code / Código P	ostal
s. Is this your correct phone	number? / Es é	ste su número	de teléfono con	recto?	«Phone1»	
Please check appropriate box.□	Yes / Sí □	No, my corre	ct phone number	is: / Mi r	úmero de teléfono corred	cto es:
Home Phone / Número de teléfono	del hogar		Cell Phone / N	lúmero d	le teléfono del cellular	
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4. Please list the name, addre Por favor escriba los nombre usted y explique cómo se rela 1. Name / Nombre: Address / Dirección State / Estado 2. Name / Nombre: Address / Dirección State / Estado 3. Name / Nombre: Address / Dirección	s y las direccio acionan con us Ap Zi	Apartment # / Núr	f three people whersonas quiene RINT I FAVOR DE ESC Número de Apt. digo Postal mero de Apt.	Related Relate	Always know how to read to como ponerse en com	ach you. ntacto con co con usted: