

ATTACHMENT E
ADVANCE LETTERS AND PROMPTS



[DATE]

Dear [PARENT NAME],

As you may recall, in [MONTH], your child completed a survey through [AGENCY/SCHOOL NAME] for the Evaluation of Personal Responsibility Education Program, or *PREP* study. Thank you for allowing your child to participate in the study!

The research firm that leads this study, Mathematica Policy Research, is now doing a follow-up survey with participating youth. This will be the second of three surveys to be administered over a three-year period. This survey is similar to the one your child took in [MONTH/YEAR]. It includes questions about families, friends, communities, and education, and about attitudes, knowledge and activities, including sexual activity, and drug and alcohol use.

A member of the study team will be contacting your child in the next month to complete the survey over the phone. Your child can also complete the survey by calling us toll-free at 1-855-398-3302 Monday through Friday, 9 a.m. to 5 p.m. Eastern Time. The survey will take about 30 minutes to complete. As a thank you, your child will receive a [~~\$20~~\$25] gift card after completing the survey.

All information collected in the survey will be kept private to the fullest extent allowed by law. No unauthorized person will see your child's responses, and he/she will not be identified in any report or presentation. Your child does not have to answer any question he/she does not want to answer, and your child may stop participating at any time without penalty. While participation in this study is voluntary, every response is critical to the study.

If you have any questions about this study or your child's participation, please call us toll-free at 1-855-398-3302 between 9 a.m. and 5 p.m. Eastern Time, Monday-Friday. Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Wood".

Robert Wood, PhD
Project Director

Research

Mathematica Policy



[DATE]

Dear [PARTICIPANT],

As you may recall, in [MONTH/YEAR], you completed a survey through [AGENCY/SCHOOL NAME] for the Evaluation of Personal Responsibility Education Program, or *PREP* study. Thank you for your participation!

The research firm that leads this study, Mathematica Policy Research, is now doing a follow-up survey with participating youth. This will be the second of three surveys to be administered over a three-year period. This survey is similar to the one you took in [MONTH/YEAR]. It includes questions about families, friends, communities, and education, and about attitudes, knowledge and activities, including sexual activity, and drug and alcohol use.

A member of the study team will be contacting you in the next month to complete the survey over the phone. If your phone number has changed since [MONTH/YEAR], please call us toll-free at 1-855-398-3302 to update your number. You can also complete the survey by calling the same number Monday through Friday, 9 a.m. to 5 p.m. Eastern Time. The survey will take about 30 minutes to complete. As a thank you, we will send you a **[\$20/\$25] gift card** after completing the survey.

All information collected in the survey will be kept private to the fullest extent allowed by law. No unauthorized person will see your responses, and you will not be identified in any report or presentation. You do not have to answer any question you do not want to answer, and you may stop participating at any time without penalty. While your participation in this study is voluntary, every response is important to the study.

If you have any questions about this study or your participation, please call us toll-free at 1-855-398-3302 between 9 a.m. and 5 p.m. Eastern Time, Monday-Friday. Thank you for your continued participation!

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Wood", written over a light blue horizontal line.

Robert Wood, PhD
Project Director
Mathematica Policy

Research

PREP FOLLOW-UP SURVEY PROMPTS

Prompts will be used after advance letters are sent to participants.

Phone Prompt

“Hello, this message is for [NAME]. My name is [NAME], and I’m calling about the PREP study.

We would like to complete a follow-up survey with you by phone, and you will receive a [**\$20/\$25**] dollar gift card for completing the survey.

Please call us at 1-855-398-3302 between 9 a.m. and 5 p.m. Eastern Time, Monday-Friday. If you call outside regular business hours, please leave a message and we will call you back as soon as we can.

Thank you so much for your help with this study and we look forward to speaking with you!”

Text prompt

Hello! Please call us at 1-855-398-3302 to complete a survey over the phone for the PREP study and receive a [**\$20/\$25**] gift card. Thank you!

Email prompt

Hello [NAME],

We are contacting you about your participation in the PREP study. As part of the study, we would like to complete a follow-up survey with you by phone. The survey takes approximately 30 minutes and you will receive a [**\$20/\$25**] **gift card** for completing the survey.

Please call us at 1-855-398-3302 between 9 a.m. and 5 p.m. Eastern Time, Monday-Friday to complete the survey. If you call outside regular business hours, please leave a message and we will call you back as soon as we can.

Thank you so much for your help with this study and we look forward to speaking with you!

Sincerely,

Melissa Thomas
Survey Director
Mathematica Policy Research