

Attachment C: VIQI Phone Discussion Email Templates

VIQI Landscaping Discussions

Template for Initial Phone Discussion:

Dear _____:

The Administration for Children and Families' Office of Planning, Research and Development is working with MDRC and its partners on a major new study that will examine how different dimensions and levels of quality in early childhood classrooms relate to children's developmental outcomes. We plan to partner with multiple localities to conduct this study, which is called "Variations in Implementation of Quality Interventions: Examining the Quality-Child Outcomes Relationship in Child Care and Early Education" (VIQI).

Attached is a brief overview of the VIQI study, and *[if applicable]* a letter from the Office of Child Care/Office of Head Start/other office regarding this study. We are in a preliminary reconnaissance phase where we are seeking advice from key leaders in the early childhood field. We hope to have informal conversations with small groups of leaders to:

- a) share more details about the study;
- b) ask questions to help us better understand the landscape of CCEE services; and
- c) discuss potential opportunities and challenges that our study team should consider in planning for this study.

Would it be possible to schedule a conference call with you (and anyone else on your team who you think would be appropriate) in the next week or two? The call should take approximately one hour.

Thank you very much for considering this request. Participation in this conversation is voluntary, and responses will be kept private to the extent permitted by law. We know that you would offer a valuable perspective to help us shape this study, and we would greatly appreciate an opportunity to speak with you. Below are some potential dates and times for a call with our team. Please let us know if any of these would work for you.

[Potential dates]

Best,

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 information collection is 0970-0356 and the expiration date is 03/31/2018.

Template for Follow-Up Phone Discussion (If needed):

Dear _____:

Thank you so much for sharing your insights and expertise with us on our recent call. Your input is critically important to our team as we develop our plans for the VIQI project. As we discussed at the end of our call, there are a few topics that we would still like to discuss with you. For example: [add bulleted topics here].

Would it be possible to schedule a very brief follow-up call with you and [add relevant names] in the next week? The call should take no more than 30 minutes.

Thank you very much for considering this request. Again, participation in this conversation is voluntary, and responses will be kept private to the extent permitted by law. Below are some potential dates and times for a call with our team. Please let us know if any of these would work for you.

[Potential dates]

Best,

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