

Appendix D: PAIVED Recruitment and Logistics Email and Phone Scripts

[EMAIL/PHONE SCRIPT TO SORT OUT LOGISTICS OF RF PROGRAM SITE VISIT]

Dear [RF PROGRAM POINT OF CONTACT],

It was great speaking with you on [DATE OF STUDY SCREENER]. You have been selected to participate in a site visit for the study that Child Trends and our partners are conducting to describe RF program approaches to addressing violence between fathers and their current or former romantic partners. Our study team is enthusiastic to have the opportunity to visit your organization and learn more about your RF program. We would like to schedule this visit to take place for two or three days sometime in the next two months.

During this visit we plan to learn about the ways you address violence that occurs between participant fathers and current or past romantic partners. To do this, we will:

- Observe one or two program sessions;
- Interview a program director;
- Interview at least one program facilitator;
- **[IF RF PROGRAM IS PARTNERING WITH ANOTHER ORGANIZATION TO IMPLEMENT IPV-RELATED SERVICES]** Interview someone from a partnering organization.

Any information collected for the study will be kept private, and neither your organization nor your staff will be named in any reports. Each staff interview will take approximately 90 minutes and is voluntary. I have attached a consent form to this letter which describes the interviews in more detail, including interviewees' rights as respondents in the study.

If you are willing to participate in a site visit, please do the following:

- **Send an email to bwhitfield@childtrends.org with the best dates for us to visit your organization for two or three days.**
 - o These dates should include a time when we can observe **at least one** program session.
 - o Please note that during the observations of program sessions, no one from your organization will be asked to interact with us or provide us with any information directly, so we will not require any of your staff's time.
- **Include in the email contact information for potential Program Director and Program Facilitator respondents for the interviews.**

Please note that 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 the described collection is 0970-XXXX and it expires on x/xx/201X.

Please do not hesitate to call or email Brooke Whitfield, at (240) 223-9393 or bwhitfield@childtrends.org if you have any questions.

Best,

Mindy Scott, Study Director

[SCRIPT - LOGISTICS FOR PARTNER ORGANIZATION STAFF INTERVIEW]

Dear **[PARTNER ORGANIZATION POINT OF CONTACT]**,

It was great speaking with you on **[DATE OF STUDY SCREENER]**. You have been selected to participate in a site visit for the study that Child Trends and our partners are conducting to describe how RF organizations and their partners approach addressing violence between fathers and their current or former romantic partners. Our study team is enthusiastic to have the opportunity to speak with someone at your organization and learn more about your program. We would like to schedule this interview to take place on **[DATES IDENTIFIED BY RF PROGRAM]**.

During our visit we plan to learn about the ways you address violence that occurs between fathers and current or past romantic partners. To do this, we will:

- Interview 1-2 staff from your organization;
- **[IF APPLICABLE]** Observe one or two program sessions.

Any information collected for the study will be kept private, and neither your organization nor your staff will be named in any reports. Each staff interview will take approximately 90 minutes and is voluntary. I have attached a consent form to this letter which describes the interviews in more detail, including interviewees' rights as respondents in the study.

- **If you are willing to participate in a site visit, please send an email to bwhitfield@childtrends.org with potential staff respondents for the interview and their contact information.**

Please note that 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 the described collection is 0970-XXXX and it expires on X/xx/201X.

Please do not hesitate to call or email Brooke Whitfield, at (240) 223-9393 or bwhitfield@childtrends.org if you have any questions.

Best,

Mindy Scott, Study Director

[SCRIPT - RECRUITMENT FOR INTERVIEW PARTICIPANTS]

[PHONE INTERVIEWS]

Dear **[PARTICIPANT]**,

Child Trends and our partners are contracting with the Administration for Children and Families in the U.S. Department of Health and Human Services to conduct a study with Responsible Fatherhood programs and their partner organizations. As a part of this study we plan to interview staff from your organization to learn about the ways you address violence

that occurs between fathers and current or past romantic partners. As a part of this effort, the study team will be conducting interviews with RF program facilitators, RF program directors, and staff working at partner organizations.

Please note that 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 the described collection is 0970-XXXX and it expires on x/xx/201X.

We received your name from [POINT OF CONTACT]. We are hoping you may be interested in participating in one of these interviews by phone. Participation is voluntary, and we expect that the interviews will take 90 minutes. I have attached a consent form that describes the interview in more detail, including your rights as a respondent in the study. Any information you share will be kept private, and neither your organization nor you will be named in any reports.

If you are interested in participating in the interview or have any questions, please email or call Brooke Whitfield at (240) 223-9393 or bwhitfield@childtrends.org and let me know when the best time to conduct a 90-minute interview via telephone.

Best,

Mindy Scott, Study Director

[IF PARTICIPATING IN SITE VISIT USE THIS LANGUAGE INSTEAD]

Dear [PARTICIPANT],

Child Trends and our partners are contracting with the Administration for Children and Families in the U.S. Department of Health and Human Services to conduct a study with Responsible Fatherhood programs and their partner organizations. As a part of this study we will visit your organization on [DATE] to learn about the ways you address violence that occurs between fathers and current or past romantic partners. As a part of this effort, the study team will be conducting interviews with RF program facilitators, RF program directors, and staff working at partner organizations.

Please note that 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 0970-XXXX and it expires on x/xx/201X.

We received your name from [POINT OF CONTACT]. We are hoping you may be interested in participating in one of these interviews on [DATE]. Participation is voluntary, and we expect that the interviews will take 90 minutes. I have attached a consent form that describes the interview in more detail, including your rights as a respondent in the study. Any information you share will be kept private, and neither your organization nor you will be named in any reports. Once we determine a time for the interview, we will work with you to find a location that is convenient for you, either at your organization, in a public place such as a coffee shop or library, or via telephone.

If you are interested in participating in the interview or have any questions, please email or call Brooke Whitfield at (240) 223-9393 or bwhitfield@childtrends.org and let me know when the best time to conduct a 90-minute interview via telephone.

Best,

Mindy Scott, Study Director