

ATTACHMENT G:

MULTI-SITE IMPLEMENTATION EVALUATION OF TRIBAL HOME VISITING (MUSE)

STAFF SURVEY INVITATION EMAILS

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 the described information collection is 0970-0XXX and the expiration date is XX/XX/XXXX.

A. MUSE Email Template – Staff Survey Invitation

Subject: MUSE Staff Survey Invitation

Dear [program staff member name]

As you may know, your tribal home visiting program is participating in the Multi Site Implementation Evaluation of Tribal Home Visiting (MUSE). MUSE is a stakeholder-engaged study that aims to:

1. Identify and describe primary influences shaping tribal home visiting program planning
2. Identify and describe how tribal home visiting programs are being implemented
3. Explore supports and challenges to home visiting implementation in tribal communities

The U.S. Department of Health and Human Services has contracted with James Bell Associates to conduct the MUSE study.

We are sending you this email to request your participation in the MUSE Staff Survey. Your answers will help us to understand your role in the home visiting program and your perspective on the home visiting program. This survey is voluntary, but we hope you will participate so we can paint a more complete picture of tribal home visiting.

The information you provide in the MUSE Staff Survey will be kept private. Only the MUSE study team will have access to this information. Your answers will not be shared with anyone at your program or any other agencies. We will not report information collected in this study in a way that could identify you or your program.

Click here [hyperlink to survey] to tell us whether you agree to participate in the MUSE Staff Survey. If you agree, it will take about [1 hour and 10 minutes – Home Visitor Survey, 1 hour – Program Coordinator/Manager Survey, 45 minutes – Program Director Survey, 30 minutes – Local Program Evaluator Survey] to complete this survey. If you are unable to complete this survey in one sitting, you may save your responses, exit, and return to complete the survey at a later point in time. We would appreciate your completion of this survey by **[insert date]**.

If you have questions at any time during the survey, please call [insert MUSE team member name and phone number] or email [insert email address].

Thank you for your time and contribution to this important study,

[MUSE team member name]

[MUSE Team Contact Information]

B. MUSE Email Template – Program Implementation Survey Invitation

Dear [program staff member name],

As you may know, your tribal home visiting program is participating in the Multi Site Implementation Evaluation of Tribal Home Visiting (MUSE). MUSE is a stakeholder-engaged study that aims to:

1. Identify and describe primary influences shaping tribal home visiting program planning
2. Identify and describe how tribal home visiting programs are being implemented

3. Explore supports and challenges to home visiting implementation in tribal communities

The U.S. Department of Health and Human Services has contracted with James Bell Associates to conduct the MUSE study

We are sending you this email to request your participation in the MUSE Program Implementation Survey. This survey will help us better understand how your program operates, such as staffing levels and caseloads, home visitor recruitment and hiring, and program incentives. Please feel free to consult with other staff members to provide the most accurate information about how your program operates.

The information you provide in the MUSE Program Implementation Survey will be kept private. Only the MUSE study team will have access to this information. Your answers will not be shared with any other agencies. We will not report information collected in this study in a way that could identify you or your program.

Click here [hyperlink to survey] to tell us whether you agree to participate in the MUSE Program Implementation Survey. If you agree, it will take about 20 to complete this survey. If you are unable to complete this survey in one sitting, you may save your responses, exit, and return to complete the survey at a later point in time. We would appreciate your completion of this survey by [insert date].

If you have questions at any time during the survey, please call [insert MUSE team member name and phone number] or email [insert email address].

Thank you for your time and contribution to this important study,

[MUSE team member name]

[MUSE Team Contact Information]

C. MUSE Email Template – ALL Staff Survey Invitation Reminder

Subject: MUSE Staff Survey Invitation REMINDER

Dear [program staff member name]

We are sending this email as a reminder to please respond to the survey invitation for the MUSE [Staff/Program Implementation] Survey by [insert date]. Click here [hyperlink to survey] to tell us whether you agree to participate in the survey. If you agree, it will take about [1 hour and 10 minutes – Home Visitor Survey, 1 hour – Program Coordinator/Manager Survey, 45 minutes – Program Director Survey, 30 minutes – Local Program Evaluator Survey, 20 minutes – Program Implementation Survey] to complete this survey. If you are unable to complete this survey in one sitting, you may save your responses, exit, and return to complete the survey at a later point in time.

As a reminder, the information you provide in the MUSE [Staff/Program Implementation] Survey will be kept private. Only the MUSE study team will have access to this information. Your answers will not be shared with anyone at your program or any other agencies. We will not report information collected in this study in a way that could identify you or your program.

If you have questions at any time during the survey, please call [insert MUSE team member name and phone number] or email [insert email address].

Thank you for your time and contribution to this important study,

[MUSE team member name]

[MUSE Team Contact Information]

D. MUSE Email Template – Report of Outstanding Staff Surveys

Subject: MUSE Staff Survey Report

Dear [program staff member name]

In the attached report, you will find a list of your program's staff members who have not responded to the MUSE [Staff/Program Implementation] Survey invitation yet. We hope that all staff will participate in the MUSE Staff Surveys so that we can paint a more complete picture of tribal home visiting. We want to give everyone an equal opportunity to share their experiences and perspectives.

While we certainly encourage all staff to participate in the MUSE [Staff/Program Implementation] Surveys, they are not required to participate. We do hope that all staff will respond to the survey invitation to complete the consent form telling us whether or not they would like to participate. Can you please remind the staff members listed in the attached report to respond to the survey invitation and complete the consent form, even if they have chosen not to participate?

We greatly appreciate your assistance!

Thank you,

[MUSE team member name]

[MUSE Team Contact Information]