

ATTACHMENT H:

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

STAFF INTERVIEW INVITATION EMAIL AND PHONE SCRIPT

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.

MUSE EMAIL TEMPLATE – STAFF INTERVIEW INVITATION

Subject: MUSE Invitation to Participate in Interview

Dear [program staff member name]

My name is [name] and I am a member of the MUSE study team. I am emailing you today to see if you might be interested in being interviewed as part of MUSE study. As you likely have already heard, the MUSE study is designed to help us learn about tribal home visiting programs. We are interested in better understanding; what it is like to work in tribal home visiting program; what staff are doing when home visiting is working well; and, how services can be improved.

Your program has identified you as someone who may be interested in being interviewed as part of our upcoming site visit [vague timeframe, like next month or end of June, etc.]. The interview is completely voluntary, so don't feel any pressure to participate. But, if you are willing, we would be really interested in hearing about your experience. During the interview, we will mostly ask about your work at [name of program], what supports you and your colleagues in this work, and what challenges you experience. The interview will take about [2 hours – Home Visitor Interview, 1.5 hours Program Coordinator/Manager, Project Director, and Local Program Evaluator Interview] and will take place in a private room in your program office space. Your responses will not be shared with anyone outside the study team.

If you are willing to consider being interviewed, please reply to this email at your earliest convenience to let me know. I will follow-up by phone to answer any questions you may have and to arrange the interview at a time during the site visit that is best for you.

If you have questions about the interview or anything related, please feel free to call [insert MUSE team member name and phone number] or email [insert email address].

Thank you in advance for your consideration,

[MUSE team member name]

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MUSE Email Template – Staff Interview—Reminder

Subject: MUSE Staff Interview REMINDER

Dear [program staff member name]

Thank you so much for agreeing to participate in an interview for the MUSE study. The interviews are such an important opportunity for us to hear about your experience with home visiting in your own words.

I have our interview scheduled for [Date/Time] at [Location]. Does this day and time still work for you?

If you have questions or concerns regarding the interviews or the site visit more generally, please call [insert MUSE team member name and phone number] or email [insert email address].

Thank you so much for your participation,

[MUSE team member name]

MUSE PHONE CALL SCRIPT – STAFF INTERVIEW INVITATION

Hello [name],

My name is [name] and I am a member of the MUSE study team. I am calling you today to see if you might be interested in being interviewed as part of MUSE study. As you likely have already heard, the MUSE study is designed to help us learn about tribal home visiting programs. We are interested in better understanding; what it is like to work in tribal home visiting program; what staff are doing when home visiting is working well; and, how services can be improved.

Your program has identified you as someone who may be interested in being interviewed as part of our upcoming site visit [vague timeframe, like next month or end of June, etc.]. It is completely voluntary, so don't feel any pressure to participate. But, if you are willing, we would be really interested in hearing about your experience. During the interview, we will mostly ask about your work at [name of program], what supports you and your colleagues in this work, and what challenges you experience. The interview will take about [two hours – Home Visitor Interview, 1.5 hours Program Coordinator/Manager, Program Director, Local Program Evaluator Interview] and will take place in a private room in your program office space. If you agree today to being interviewed, we will schedule an interview, but you will have another chance at the scheduled time to hear more details about the study and decide whether or not to participate.

Do you have any questions about the study? The interview itself? Anything else?

Do you think you might be interested in doing an interview?

If no. No problem. The idea of being interviewed can feel strange. If you think about it and change your mind, please give me a call at [phone number]. Like I said, we would love to be able to include your experience in what we learn about home visiting in tribal communities. Have a great day.

If yes. Great. I am really looking forward to hearing more about you and the work you do. We will be coming out to visit your program and do interviews the week of [date]. What day/time [if necessary give windows] that week would work best for you? Thank you so much for your willingness to consider taking part in the MUSE qualitative interviews. See you soon!

If the person cannot do an interview during the site visit, schedule a phone interview for a later time and reconsider interviewing another staff member.

Manager interviews: If scheduling a group interview make sure to cross check schedules and make explicit that the individual will be participating in a group interview with other members of the management team.