

Appendix E: Reminder Scripts Program Visit and Interviews PAIVED

[PROGRAM VISITS - TO SEND TO RF PROGRAM POINT OF CONTACT]

Dear **[PARTICIPANT]**

This is a confirmation from Child Trends that members of our team will be on site at **[LOCATION]** next week, **[DATES]**. We plan to observe your **[fatherhood program/staff training]**, **[NAME]** on **[DATE AND TIME]**. **[X]** and **[Y]** will be in **[CITY]** from **[DATE TO DATE]**. We will be in touch with individual interview participants to remind them of their scheduled interview times.

We look forward to meeting you in person and learning more about your **[program/training]**. Remember that any information we gather during our visit will be kept private, and neither your organization nor your staff will be named in any reports without your permission. Please do not hesitate to reach out to us with any questions over the next week. I have copied both **[X]** and **[Y]** on this email so that you can get in touch with them directly next week as needed.

Thank you again,

[NAME]

NOTE: The Paperwork Reduction Act Statement: The described collection of information is voluntary and will be used to better understand how fatherhood programs address intimate partner violence. Public reporting burden for the described collection is estimated to average 90 minutes, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 0970-0516 and it expires on 09/30/2019.

[TELEPHONE INTERVIEWS - TO SEND TO INDIVIDUAL PARTICIPANTS]

Dear **[PARTICIPANT]**,

We are writing to confirm our meeting to interview you at **[DATE AND TIME]**. As we discussed, we will call you at **[PHONE NUMBER]**. I have attached another copy of the consent form for you to look over before the interview. Remember that any information you share with us during our conversation will be kept private, and neither your organization nor you will be named in any reports without your permission.

If you have any questions please do not hesitate to contact me or your interviewer, **[X]**. You can reach me by responding to this email and you can reach your interviewer, **[X]** by email at X@childtrends.org. You can also reach me by phone at 240-223-XXXX.

Thank you again,

[NAME]

NOTE: The Paperwork Reduction Act Statement: The described collection of information is voluntary and will be used to better understand how fatherhood programs address intimate partner violence. Public reporting burden for the described collection is estimated to average 90 minutes, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 0970-0516 and it expires on 09/30/2019.

[IN-PERSON INTERVIEWS - TO SEND TO INDIVIDUAL PARTICIPANTS]

Dear **[PARTICIPANT]**,

We are writing to confirm our meeting to interview you at **[DATE AND TIME]**. As we discussed, we will meet you at **[LOCATION]**. I have attached another copy of the consent form for you to look over before the interview. Remember that any information you share with us during our conversation will be kept private, and neither your organization nor you will be named in any reports without your permission.

If you have any questions please do not hesitate to contact me or your interviewer, **[X]**. You can reach me by responding to this email and you can reach your interviewer, **[X]** by email at X@childtrends.org. You can also reach me by phone at 240-223-XXXX.

Thank you again,

[NAME]

NOTE: The Paperwork Reduction Act Statement: The described collection of information is voluntary and will be used to better understand how fatherhood programs address intimate partner violence. Public reporting burden for the described collection is estimated to average 90 minutes, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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 0970-0516 and it expires on 09/30/2019.