

ATTACHMENT B

EMAIL INVITATION TO BEGIN SITE VISIT PLANNING

SUBJECT: Request for Participation in Site Visits for the IMAGIN Process Study

Dear [First Name]:

I am _____ and I work for Mathematica Policy Research, an independent social policy research company, contracted by the Office of Adolescent Health to provide technical assistance to you during your [2018 OR 2019] Teen Pregnancy Prevention (TPP) Phase 1 grant.

As mentioned in our last email, as part of our contract to provide technical assistance (called IMAGIN), we are also tasked with conducting a cross-grantee study to learn about all of the grantees' experiences with early implementation of programs funded through the TPP grant. The cross-site study will be enriched by the perspectives of grantee staff at all levels who are involved in preparing for and delivering the program(s) funded by the TPP grant. We are collecting data through: 1) interviews with grantee leadership staff (thank you for participating on [Date]); 2) site visits to a small group of grantees; and 3) an online survey of front line program staff.

Your organization has been selected by the study team in coordination with OAH for a site visit as part of the cross-site study. The goal of the site visit is to gather input from program managers, supervisors, frontline staff, and key community stakeholders related to program and organizational readiness, and the local context and suitability of the program.

We are reaching out today to begin scheduling the visit – we would like to ensure that the visit is not disruptive, and scheduled at a time that is convenient for your staff. Site visits will last up to two days, with each interview we conduct during the visit lasting approximately 45 minutes to 1 hour. To help us identify appropriate staff with whom the study team should meet, and possible dates, please complete and return the attached table. We expect to interview up to 2 program managers or supervisors who oversee program operations, up to 8 staff who deliver the program, and up to 2 community stakeholders, whose input and support have been important for the program and who understand the populations being served by the program. These may vary based on the scope of your program's staffing and operations.

Once all respondents are identified, we will work with you to discuss and confirm the best strategy for reaching out to them for the interview.

Site Visit Planning Table

| Possible dates for 2-day site visit | | | Available during site visit? (y/n) |
|--|---------------------|--------------|---|
| Program Managers or Supervisor for 60-minute discussion | | | |
| <i>Name</i> | <i>Position</i> | <i>Email</i> | |
| | | | |
| | | | |
| Front Line Staff for 60-minute discussion | | | |
| <i>Name</i> | <i>Position</i> | <i>Email</i> | |
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| Key Community Stakeholders for 45- minute discussion | | | |
| <i>Name</i> | <i>Organization</i> | <i>Email</i> | |
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Please let me know if you have any questions or if a follow up phone call would be helpful. I can be reached at [insert email address] or [insert phone number].