

**Using Concept Mapping to Develop a Theory to Describe the Work of  
the National Domestic Violence Hotline with Family and Friends of  
Victims/Survivors – Formative Data Collection**

**Formative Data Collections for Program Support**

**0970 - 0531**

**APPENDIX A.5: Recruitment Email for GCM  
Interpretation Webinar**

**July 2020**

Submitted By:

Office of Planning, Research, and Evaluation  
Administration for Children and Families  
U.S. Department of Health and Human Services

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The interpretation webinar email thanks stakeholders for participating in the online GCM activities and invites them to participate in an interpretation webinar discussion. The email provides the date, time, and link for the webinar to discuss the preliminary GCM results. See Exhibit A-5.

**Exhibit A-5. Recruitment Email for GCM Interpretation Webinar**

Dear [INSERT STAKEHOLDER NAME]

Thank you so much for your participation in Group Concept Mapping Activities! You are helping to improve services the National Domestic Violence Hotline provides to family members and friends of victims/survivors.

At this point, you may have participated in brainstorming, sorting, and/or rating activities. Now, we would like to invite you to participate in a webinar discussion about the results of these activities. **The webinar will take place on:**

**[INSERT WEBINAR DATE, TIME]**

To access the webinar, please click on the following link: **[INSERT LINK WHEN KNOWN]**. Please note in order to facilitate your participation, this information is included in the calendar invite attached to this e-mail.

We look forward to sharing and discussing the results of the group concept mapping activities, and we hope you can participate in the webinar. Thank you so much again for your important contribution to this project!

If you have any questions, please contact me at [lacey@emt.org](mailto:lacey@emt.org) or Carol Hagen ([SAF-T project](#) director) at [carolhagen@westat.com](mailto:carolhagen@westat.com). **Thank you!**

*PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to inform the development of a theoretical framework to explain the work of The Hotline as it relates to friends and families of domestic violence victims/survivors. Public reporting burden for this collection of information is estimated to average between 20 minutes to 1 hours per activity per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0531 and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact Tia Z. Brown, PhD, MPH ([Tia.Brown@acf.hhs.gov](mailto:Tia.Brown@acf.hhs.gov)) or Kriti M. Jain, PhD, MSPH ([Kriti.Jain@acf.hhs.gov](mailto:Kriti.Jain@acf.hhs.gov)).*