

1. COACH INTERVIEW RECRUITMENT EMAILS

1a. INITIAL OUTREACH

Dear <<Coach Name>>,

Thank you for your recent participation in a survey to learn more about your experience as a coach during the COVID-19 pandemic. We are reaching out because we would like to speak with you to learn more about how working as a coach has changed or stayed the same since COVID-19 began in early 2020. We hope you will agree to participate.

What will happen in the interview?

The phone interview with you will take between **30-45** minutes to complete. All interview participants will receive a \$20 Visa gift card. Participation in the interview is completely voluntary; refusing to participate or answer a question will not negatively affect you in any way.

What will happen with the information?

Data from this interview will be used for research and educational purposes only. We will not share any information that identifies you with anyone outside the study team, except as required by law. Data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you or the programs you serve will remain in the interview notes that are shared with the data archive.

Who is conducting this study?

The Study of Coaching Practices in Early Care and Education (SCOPE) 2021: Follow-up is a project of the Office of Planning, Research, and Evaluation of the Administration for Children and Families in the U.S. Department of Health and Human Services. SCOPE is being conducted by Mathematica, an independent research organization that has frequently conducted research in early childhood settings. Mathematica's partners in this research are Child Trends, a research nonprofit focused on improving the lives of children, youth, and their families; and the Children's Learning Institute at the University of Texas.

What are the next steps?

Please click the Calendly link below to help schedule the phone interview.

<insert link to Calendly>

If none of the available times work for your schedule, please email me at <insert recruiter email> and we can find another time. If you have any questions about the study or your rights as a research volunteer in this study please e-mail the project team at CoachSCOPE@mathematica-mpr.com or call toll-free at 1-844-SCOPE18 (1-844-726-7318).

Sincerely,

[RECRUITER NAME AND TITLE]

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.

1b. FOLLOW-UP, CONFIRMATION EMAIL

Hello <name>,

Thank you for selecting <date> at <time> for an interview regarding your experiences as a coach during the COVID-19 pandemic. As we mentioned in our original email, the interview will last between 30-45 minutes. To join the conference line, dial <insert phone number> at the scheduled time and enter this conference ID, <insert ID>. Calling into the conference call line is free of cost for participants.

We are looking forward to speaking with you. In the meantime, please let me know if you need any additional information or have a question about your participation. You can reach me at <<insert recruiter email.>>

Thank you,

<recruiter>

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1c. FOLLOW UP, NO RESPONSE

Hello <<Name>>,

We are reaching out again in hopes of interviewing you for our Study of Coaching Practices in Early Care and Education (SCOPE) 2021: Follow-up. As we mentioned in our original email, the phone interview will last between 30-45 minutes.

Please feel free to reach out with any questions or concerns you may have. Someone from our team will respond via phone to answer your questions, talk about who will be a part of this study, and find a time to hold the phone interview. If you are no longer interested in participating in this study, please let me know by emailing me at <insert recruiter email>.

We look forward to speaking with you soon!

Best,

<Recruiter>

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1d. FOLLOW UP, WAITLIST

Hello <name>,

Thank you for responding to our initial email requesting a phone interview regarding your experiences as a coach during the COVID-19 pandemic. We received a high volume of responses and will be following up with you soon to confirm an interview time.

Please let me know if you have any questions in the meantime. You can reach me at <<insert recruiter email.>>

Thank you,

<recruiter>

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1e. COMPLETED RECRUITMENT, ENDING CONTACT

Hello <name>,

Thank you again for your interest in participating in a phone interview regarding your experiences as a coach during the COVID-19 pandemic. At this time, we have completed our recruitment and will not be conducting any more interviews. We greatly appreciate your offer to participate.

Best,

<recruiter>

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1f. COACH NOT INTERESTED, ENDING CONTACT

Hello <name>,

Thank you for taking the time to let me know that you are unable to participate in a phone interview. We greatly appreciate your consideration of this opportunity.

Best,

<recruiter>

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2. CENTER DIRECTOR INTERVIEW RECRUITMENT EMAILS

2a. INITIAL OUTREACH

Dear <<Center Director Name>>,

Thank you for your recent participation in a survey to learn more about your experience with coaching and professional development as a center director during the COVID-19 pandemic. We are reaching out because we would like to speak with you to learn more about the coaching and professional development supports your program has received since COVID-19 began in early 2020. We hope you will agree to participate.

What will happen in the interview?

The phone interview with you will take between **30-45** minutes to complete. All interview participants will receive a \$20 Visa gift card. Participation in the interview is completely voluntary; refusing to participate or answer a question will not negatively affect you in any way.

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What are the next steps?

Please click the Calendly link below to help schedule the phone interview.

<insert link to Calendly>

If none of the available times work for your schedule, please email me at <insert recruiter email> and we can find another time. If you have any questions about the study or your rights as a research volunteer in this study please e-mail the project team at CoachSCOPE@mathematica-mpr.com or call toll-free at 1-844-SCOPE18 (1-844-726-7318).

Sincerely,

[RECRUITER NAME AND TITLE]

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2b. FOLLOW-UP, CONFIRMATION EMAIL

Hello <name>,

Thank you for selecting <date> at <time> for a phone interview regarding your experience with coaching as a center director during the COVID-19 pandemic. As we mentioned in our original email, the phone interview will last between 30-45 minutes. To join the conference line, dial <insert phone number> at the scheduled time and enter this conference ID, <insert ID>. Calling into the conference call line is free of cost for participants.

We are looking forward to speaking with you. In the meantime, please let me know if you need any additional information or have a question about your participation. You can reach me at <<insert recruiter email.>>

Thank you,

<recruiter>

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2c. FOLLOW-UP, NO RESPONSE

Hello <<Name>>,

We are reaching out again in hopes of interviewing you for our Study of Coaching Practices in Early Care and Education. As we mentioned in our original email, the phone interview will last between 30-45 minutes.

Please feel free to reach out with any questions or concerns you may have. Someone from our team will respond via phone to answer your questions, talk about who will be a part of this study, and find a time to hold the phone interview. If you are no longer interested in participating in this study, please let me know by emailing me at <insert recruiter email>.

We look forward to speaking with you soon!

Best,

<Recruiter>

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2d. FOLLOW UP, WAITLIST

Hello <name>,

Thank you for responding to our initial email requesting a phone interview regarding your experiences with coaching as a center director during the COVID-19 pandemic. We received a high volume of responses and will be following up with you soon to confirm an interview time.

Please let me know if you have any questions in the meantime. You can reach me at <<insert recruiter email.>>

Thank you,

<recruiter>

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2e. COMPLETED RECRUITMENT, ENDING CONTACT

Hello <name>,

Thank you again for your interest in participating in a phone interview regarding your experiences with coaching as a center director during the COVID-19 pandemic. At this time, we have completed our recruitment and will not be conducting any more interviews. We greatly appreciate your offer to participate.

Best,

<recruiter>

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2f. CENTER DIRECTOR NOT INTERESTED, ENDING CONTACT

Hello <name>,

Thank you for taking the time to let me know that you are unable to participate in a phone interview. We greatly appreciate your consideration of this opportunity.

Best,

<recruiter>

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3. FCC PROVIDER INTERVIEW RECRUITMENT EMAILS

3a. INITIAL OUTREACH

Dear <<FCC Provider Name>>,

Thank you for your recent participation in a survey to learn more about your experience with coaching and professional development during the COVID-19 pandemic. We are reaching out because we would like to speak with you to learn more about the coaching and professional development supports your program has received since COVID-19 began in early 2020. We hope you will agree to participate.

What will happen in the interview?

The phone interview with you will take between **30-45** minutes to complete. All interview participants will receive a \$20 Visa gift card. Participation in the interview is completely voluntary; refusing to participate or answer a question will not negatively affect you in any way.

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What are the next steps?

Please click the Calendly link below to help schedule the phone interview.

<insert link to Calendly>

If none of the available times work for your schedule, please email me at <insert recruiter email> and we can find another time. If you have any questions about the study or your rights as a research volunteer in this study please e-mail the project team at CoachSCOPE@mathematica-mpr.com or call toll-free at 1-844-SCOPE18 (1-844-726-7318).

Sincerely,

[RECRUITER NAME AND TITLE]

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3b. FOLLOW-UP, CONFIRMATION EMAIL

Hello <name>,

Thank you for selecting <date> at <time> for a phone interview regarding your experience with coaching as an FCC provider during the COVID-19 pandemic. As we mentioned in our original email, the phone interview will last between 30-45 minutes. To join the conference line, dial <insert phone number> at the scheduled time and enter this conference ID, <insert ID>. Calling into the conference call line is free of cost for participants.

We are looking forward to speaking with you. In the meantime, please let me know if you need any additional information or have a question about your participation. You can reach me at <<insert recruiter email.>>

Thank you,

<recruiter>

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3c. FOLLOW-UP, NO RESPONSE

Hello <<Name>>,

We are reaching out again in hopes of interviewing you for our Study of Coaching Practices in Early Care and Education. As we mentioned in our original email, the phone interview will last between 30-45 minutes.

Please feel free to reach out with any questions or concerns you may have. Someone from our team will respond via phone to answer your questions, talk about who will be a part of this study, and find a time to hold the phone interview. If you are no longer interested in participating in this study, please let me know by emailing me at <insert recruiter email>.

We look forward to speaking with you soon!

Best,

<Recruiter>

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3d. FOLLOW UP, WAITLIST

Hello <name>,

Thank you for responding to our initial email requesting a phone interview regarding your experiences with coaching as an FCC provider during the COVID-19 pandemic. We received a high volume of responses and will be following up with you soon to confirm an interview time.

Please let me know if you have any questions in the meantime. You can reach me at <<insert recruiter email.>>

Thank you,

<recruiter>

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3e. COMPLETED RECRUITMENT, ENDING CONTACT

Hello <name>,

Thank you again for your interest in participating in a phone interview regarding your experiences with coaching as an FCC provider during the COVID-19 pandemic. At this time, we have completed our recruitment and will not be conducting any more interviews. We greatly appreciate your offer to participate.

Best,

<recruiter>

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3f. FCC PROVIDER NOT INTERESTED, ENDING CONTACT

Hello <name>,

Thank you for taking the time to let me know that you are unable to participate in a phone interview. We greatly appreciate your consideration of this opportunity.

Best,

<recruiter>

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4. INTERVIEW RECRUITMENT SCRIPTS

4a. COACH SCRIPT

OMB No.: XXXXXXXX
Expiration Date: XX/XX/XXXX

Reaching a coach on the phone:

Hello, my name is <<recruiter>> and I am calling to follow up on an email that I sent on <<date of initial outreach>> regarding our Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up. May I please speak to <<coach name>>?

This study is a project of the Office of Planning, Research, and Evaluation of the Administration for Children and Families in the US Department of Health and Human Services. The study is being conducted by Mathematica, a social policy research organization, with their partners, Child Trends, a research nonprofit, and the Children's Learning Institute at the University of Texas.

We are reaching out to you because you recently completed a survey about coaching in early care and education and we would like to speak with you to learn more about how working as a coach has changed or stayed the same since COVID-19 began in early 2020.

We would like to schedule a phone interview with you; this interview will take between 30-45 minutes of your time. All interview participants will receive a \$20 Visa gift card. Participation is completely voluntary and refusing to participate or answer a question will not negatively affect you in any way. We will not share any information that identifies you or your organization with anyone outside the study team, except as required by law.

Do you have any questions?

[ADDITIONAL INFORMATION ONLY IF ASKED] The information in this study will be used for research and educational purposes only. Data from this study will be transmitted to the Child & Family Data Archive or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you or the programs you serve will remain in the interview notes that are shared with the data archive.

[FOR ALL COACHES]: 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 this information collection is 0970-XXXX and the expiration date is XX/XX/XXXX.

Are you still interested in participating in the phone interview?

(If no) Thank you for considering. We appreciate your participation in the survey and your contributions to the study.

(If not sure) We're happy to send additional information or schedule another time to talk if you would like to hear more about the study.

(If yes) Is now a good time to schedule the interview?

(If yes) Are you available during <<say three available times on the team calendar>>.

(If no) I will send an email with a link to the calendar so you can select a time that works best for you.

If you have any questions please give me a call at <<recruiter phone number>>, or email me at <<recruiter email>>.

Thank you, have a great day.

Leaving a voicemail for a coach:

Hello, my name is <<recruiter>> and this is a message for <<coach name>>. I am calling to follow up on an email that I sent on <<date of initial outreach>> regarding our Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up.

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We are reaching out because we would like to speak with you to learn more about how working as a coach has changed or stayed the same since COVID-19 began in early 2020.

We would like to schedule a phone interview with you; this interview to take between 30-45 minutes of your time.

If you are interested in participation or have any questions, please give me a call at <<recruiter phone number>> or email me at <<recruiter email>>.

Thank you, have a great day.

4b. CENTER DIRECTOR SCRIPT

OMB No.: XXXXXXXX
Expiration Date: XX/XX/XXXX

Reaching a center director on the phone:

Hello, my name is <<recruiter>> and I am calling to follow up on an email that I sent on <<date of initial outreach>> regarding our Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up. May I please speak to <<center director name>>?

This study is a project of the Office of Planning, Research and Evaluation of the Administration for Children and Families in the US Department of Health and Human Services. The study is being conducted by Mathematica, a social policy research organization, with their partners, Child Trends, a research nonprofit, and the Children's Learning Institute at the University of Texas.

We are reaching out to you because you recently completed a survey about coaching and professional development in early care and education and we would like to speak with you to learn more about the coaching and professional development supports your program has received since COVID-19 began in early 2020.

We would like to schedule a phone interview with you; this interview will take between 30-45 minutes of your time. All interview participants will receive a \$20 Visa gift card. Participation is completely

voluntary and refusing to participate or answer a question will not negatively affect you in any way. We will not share any information that identifies you or your organization with anyone outside the study team, except as required by law.

Do you have any questions?

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Are you still interested in participating in the phone interview?

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(If yes) Are you available during <<say three available times on the team calendar>>.

(If no) I will send an email with a link to the calendar so you can select a time that works best for you.

(If no) Thank you for considering. We appreciate your participation in the survey and your contributions to the study.

(If not sure) We're happy to send additional information or schedule another time to talk if you would like to hear more about the study.

If you have any questions please give me a call at <<recruiter phone number>>, or email me at <<recruiter email>>.

Thank you, have a great day.

Leaving a voicemail for a center director:

Hello, my name is <<recruiter>> and this message is for <<center director name>>. I am calling to follow up on an email that I sent on <<date of initial outreach>> regarding our Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up.

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If you are interested in participation or have any questions please give me a call at <<recruiter phone number>>, or email me at <<recruiter email>>.

Thank you

4c. FCC PROVIDER SCRIPT

OMB No.: XXXXXXXX
Expiration Date: XX/XX/XXXX

Reaching an FCC provider on the phone:

Hello, my name is <<recruiter>> and I am calling to follow up on an email that I sent on <<date of initial outreach>> regarding our Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up. May I please speak to <<FCC provider name>>?

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(If yes) Is now a good time to schedule the interview?

(If yes) Are you available during <<say three available times on the team calendar>>.

(If no) I will send an email with a link to the calendar so you can select a time that works best for you.

(If no) Thank you for considering. We appreciate your participation in the survey and your contributions to the study.

(If not sure) We're happy to send additional information or schedule another time to talk if you would like to hear more about the study.

If you have any questions please give me a call at <<recruiter phone number>>, or email me at <<recruiter email>>.

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We are reaching out to you because we would like to speak with you to learn more about the coaching and professional development supports your program has received since COVID-19 began in early 2020.

We would like to schedule a phone interview with you; this interview will take between 30-45 minutes of your time.

If you are interested in participation or have any questions please give me a call at <<recruiter phone number>>, or email me at <<recruiter email>>.

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