

ATTACHMENT E  
COST WORKBOOK EMAIL

**This page has been left blank for double-sided copying.**

TO: [EMAIL]  
FROM: [COST DATA COLLECTOR]  
SUBJECT: ECE-ICHQ Cost Workbook Orientation Materials  
ATTACHMENT: Cost workbook

Dear [CENTER DIRECTOR AND/OR DESIGNATED STAFF MEMBER]:

I look forward to talking with you [tomorrow/SPECIFY OTHER DATE IF NOT THE NEXT DAY] about the cost information we are collecting as part of the *Assessing the Implementation and Cost of High-Quality Early Care and Education* (ECE-ICHQ) study. As a reminder, our call is scheduled for [TIME].

To gather information about the cost of providing services to children ages 0-5 at [LOCATION], we are asking you to complete an Excel-based workbook.

For this project, we use a secure transfer site called Box to share files. You should soon receive an automated email from our IT department with a link to your center's folder. If you do not receive the automated email with a link, you can still access the folder by going to the [Box website](#) and signing up for an account using the button on the top right corner. You can sign up with the free individual plan using your center email address (EMAIL ADDRESS). Once you are logged in, you should have access to the folder.

Here is the information you need to join our call tomorrow:

1. To join, click this link from your computer: [INSERT LINK]. You might receive a prompt to temporarily install the WebEx software.
2. Then connect your phone by either:
  - a. Clicking the "call me" button (far left on the Quick Start tab) and entering your phone number to receive a call-back from the system
  - b. Dialing [PHONE] from your phone, and entering the meeting number when prompted: [INSERT MEETING NUMBER]

If you join the meeting using the WebEx link, I'll be able to share my computer screen with you, which will make it easier to show you the content and features of the cost workbook. You can also join the call without using the WebEx link by calling [PHONE] and entering the access code, but please have a copy of the cost workbook available during the call.

Taking part in ECE-ICHQ is voluntary. The purpose of the study is to help identify improvements in early childhood services; there are no risks from taking part in the study. The information in this study will be used only for research purposes and in ways that will not reveal who you are or identify your center. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. Neither you nor your center will be identified in any publication from this study. If you have questions about ECE-ICHQ, please call Annalee Kelly, the survey director, toll-free, at XXX-XXX-XXXX or email us at EMAIL@mathematica-mpr.com.

I look forward to meeting with you tomorrow. In the meantime, please feel free to contact me by email or phone with any questions that you may have.

We greatly appreciate your time and willingness to participate in this important study.

Respectfully,

[COST DATA COLLECTOR]

Paperwork Reduction Act Statement: The referenced collection of information is voluntary. 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 this collection is 0970-0499 and it expires 11/30/2022.

**This page has been left blank for double-sided copying.**