

CBCT Data Collection Recruitment and Reminder Messages

Table of Contents

Inquiry Form.....	1
Tribal Request for Services Form.....	1
Needs and Fit Exploration Tool 1 (NAFET 1).....	1
Needs and Fit Exploration Tool 2 (NAFET 2).....	1
Demographics Survey.....	1
Tribal Child Welfare Leadership Academy Pre-Training Survey.....	1
First Reminder Email.....	2
Second Reminder Email.....	2
Leadership Academy Post-Training Assessment.....	3
Initial Invitation Email.....	3
First Reminder Email.....	4
Second Reminder Email.....	4
Universal Services Webinar Feedback Survey.....	5
Invitation Email.....	5

Inquiry Form

N/A. Tribal program access this form by initiating contact with the Center for Tribes to request services.

Tribal Request for Services Form

N/A. Tribal program access this form by initiating contact with the Center for Tribes to request services.

Needs and Fit Exploration Tool 1 (NAFET 1)

N/A. This is a structured telephone interview protocol, there is no recruitment or reminder communications.

Needs and Fit Exploration Tool 2 (NAFET 2)

N/A. This is a structured in-person or virtual interview protocol, there is no recruitment or reminder communications.

Demographics Survey

N/A. This is completed by Center for Tribes staff with information gathered from tribal program staff through other intake and assessment tools

Tribal Child Welfare Leadership Academy Pre-Training Survey

Subject Line: Tribal Child Welfare Leadership Academy Pre-Training Survey Invite

Body message:

Dear <NAME>,

The Butler Institute for Families at the University of Denver is working with the Capacity Building Center for Tribes to conduct the evaluation of the Tribal Child Welfare Leadership Academy (TCWLA), which you will attend <DATES>. We would like to invite you to complete this 30 minute or less pre-training survey that will ask you about some of the concepts that will be discussed in the training.

Voluntary and Private

Your participation is **completely voluntary**, and you may refuse to answer any question or stop participating at any time. Your responses will be kept completely private (only trained members of the evaluation team will have access to the secure data file) and reported in aggregate. In other words, data

from all participants will be combined, and no individual response will ever be shared with personally identifying information. The **data will be used to make improvements to the Academy**, though we have found that the opportunity to reflect on training concepts and your own work style can be a valuable part of the Leadership Academy.

We will ask you to complete another survey at the conclusion of the Leadership Academy and again 6 months after completion of the Academy to provide feedback about your experiences with the Academy and how likely you are to use the information you learn.

Please click this link to access the survey (or copy it and paste it into your browser):

[\\${!://SurveyLink?d=Take the survey}](#)

Contact Information

This evaluation is being conducted by the Butler Institute for Families at the University of Denver. The lead evaluator is <NAME>. If at any time you have questions, please contact <NAME> at **EMAILADDRESS@du.edu** or call <HIM/HER/THEM> at 303-871-XXXX.

If you are in need of technical support with this survey, please contact [name of staff member administering], Research [Assistant/Coordinator/Associate] at [staff member email and phone number].

Thank you for your participation!

First Reminder Email

Subject Line: Reminder: Tribal Child Welfare Leadership Academy Survey

Body message:

Dear [participant first name],

A few days ago you should have received an invitation to complete the Tribal Child Welfare Leadership Academy pre-training survey.

This is just a friendly reminder that you have until [DATE] to complete the survey.

Overall, it should take about 30 minutes or less.

Please click this link to access the survey (or copy it and paste it into your browser):

[\\${!://SurveyLink?d=Take the survey}](#)

If you have any questions, please feel free to contact me at [enter email of staff member administering survey], or contact <NAME>, Lead Evaluator, at (303) 871-XXXX or at **EMAILADDRESS@du.edu**

Second Reminder Email

Subject Line: Tribal Child Welfare Leadership Academy Survey Closing Soon

Body message:

Dear [participant first name],

We know how busy tribal child welfare staff are, so we just wanted to send this final reminder that the pre-training survey will be closing on [enter date]. We would appreciate it if you could take about 30 minutes or less to complete the survey before then.

Please click this link to access the survey (or copy it and paste it into your browser):

`\${!://SurveyLink?d=Take the survey}`

If you have any questions, please feel free to contact me at [enter email of staff member administering survey], or contact <NAME>, Lead Evaluator, at (303) 871-XXXX or at **EMAILADDRESS@du.edu**

We look forward to hearing from you!

Leadership Academy Post-Training Assessment Initial Invitation Email

Subject Line: Tribal Child Welfare Leadership Academy Post-Training Survey

Body message:

Dear <NAME>,

Congratulations on completing the Tribal Child Welfare Leadership Academy!

As mentioned previously, the Butler Institute for Families at the University of Denver is working with the Capacity Building Center for Tribes to conduct the evaluation of the Tribal Child Welfare Leadership Academy (TCWLA). We are writing to invite you to take the TCWLA post-training survey. Your participation in the national evaluation of the TCWLA is **very important** to the training team as well as to the Capacity Building Center for Tribes (CBCT) so they can continue to provide quality leadership training and follow-up support to tribal child welfare staff like yourself. Your input is valuable to our understanding of your experience with the Academy and how you are using (or will use) the knowledge and skills you learned in the training.

The survey should take 30 minutes or less to complete. As always, your participation is **completely voluntary**, and you may refuse to answer any question or stop participating at any time. Your responses will be kept completely private and shared only when grouped with other responses.

Please click this link to access the survey (or copy it and paste it into your browser):

`\${!://SurveyLink?d=Take the survey}`

If you have any questions, please feel free to contact me at [enter email of staff member administering survey], or contact <NAME>, Lead Evaluator, at (303) 871-XXXX or at **EMAILADDRESS@du.edu**

We look forward to hearing about your experiences!

First Reminder Email

Subject Line: Reminder: Tribal Child Welfare Leadership Academy Survey

Body message:

Dear [participant first name],

A few days ago you should have received an invitation to complete the Tribal Child Welfare Leadership Academy post-training survey.

This is just a friendly reminder that you have until [DATE] to complete the survey.

Overall, it should take about 30 minutes or less. We know your time is valuable and your willingness to share your insights with us is much appreciated!

Please click this link to access the survey (or copy it and paste it into your browser):

`#{!://SurveyLink?d=Take the survey}`

If you have any questions, please feel free to contact me at [enter email of staff member administering survey], or contact <NAME>, Lead Evaluator, at (303) 871-XXXX or at **EMAILADDRESS@du.edu**

Thank you in advance for completing this survey!

Second Reminder Email

Subject Line: Tribal Child Welfare Leadership Academy Survey Closing Soon

Body message:

Dear [participant first name],

We know how busy tribal child welfare staff are, so we just wanted to send this final reminder that the post-training survey will be closing on [enter date]. We would appreciate it if you could take 30 minutes or less to complete the survey before then to help us learn how to improve our Academy.

Please click this link to access the survey (or copy it and paste it into your browser):

`#{!://SurveyLink?d=Take the survey}`

If you have any questions, please feel free to contact me at [enter email of staff member administering survey], or contact <NAME>, Lead Evaluator, at (303) 871-XXXX or at **EMAILADDRESS@du.edu**

We look forward to hearing from you!

Universal Services Webinar Feedback Survey

Invitation Email

Subject Line: NAME OF WEBINAR: feedback survey, PPT, and resources

Body message:

Thank you for attending today's webinar with the Capacity Building Center for Tribes on TOPIC

Webinar Feedback Survey

Please help us improve future webinars and resources by filling out this short online survey. <LINK TO SURVEY>

PowerPoint and Recording

A copy of the slides shared today is available here. <LINK TO SLIDES> The recording will be posted to the Tribal Information Exchange and the Center's YouTube channel next week and an email will go out letting you all know when it's available.

ADDITIONAL AVAILABLE Resources

A handout with links to resources that were mentioned today is available here. <LINK TO RESOURCES, IF AVAILABLE> We also appreciate the many resources and information shared by participants during today's webinar and will be looking through the many comments received.

Thank You

Much appreciation to today's presenters and the hundreds of participants that shared their time, knowledge, and expertise with us today!