

Appendix C:
Supplemental Materials for Provider Interviews

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**Supplemental Materials for the
Sustained Partnership Provider Interviews**

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Sustained Partnership Provider Interview: Advance Email Invitation

Format: Email

Subject: Invitation to participate in the Early Head Start-Child Care Partnerships Sustainability Study Interview



Dear [FIRST NAME] [LAST NAME],

Thank you for completing the survey for the Early Head Start-Child Care Partnerships Sustainability Study.

In addition to the survey you completed, the study includes interviews with child-care providers who have sustained their partnership with their Early Head Start programs. Your child-care business, [PARTNER PROGRAM NAME], has been selected to participate in one of these interviews. During the interview, we will ask questions about your child-care business; your current partnership with [PROGRAM], factors that may have supported or created barriers for sustaining your partnership; and partnership activities. We will conduct the interview with you over the phone. We expect the interview to take 50 minutes to complete. As a token of our appreciation, we will offer a \$20 gift card for participating in the interview.

Participation in the study is voluntary and your responses will be kept private and used only for research purposes. They will be combined with the responses of others and no individual names will be reported. This combined input will provide the Administration for Children and Families with important information about how partnerships are sustained.

We will follow-up in a few days by phone to discuss the details of the interview, scheduling, and address any questions you might have. If you have any questions prior to my call, please contact me at XXX-XXX-XXXX or by email at EMAIL@mathematica-mpr.com.

Thank you, and I look forward to hearing from you soon.

Sincerely,



Sara Skidmore

Survey Director



The described collection of information is voluntary and will be used to learn about the characteristics and implementation of Early Head Start-Child Care Partnerships. 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 the collection of this information is 0970-0471; it expires on XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to XXXXX XXXXX, 330 C Street, SW, Washington, D.C. 20201; Attn: OMB-PRA 0970-0471.

Sustained Partnership Provider Interview: Recruitment Script

Hello, my name is [NAME] and I am calling from Mathematica. Thank you so much for completing the survey for the Early Head Start-Child Care Partnerships Sustainability Study!

As you might remember, the purpose of this study is to see how partnerships that received funding under the 2015 partnership grants are faring, and the factors that may have supported or impeded the sustainability of those partnerships.

As part of this study, we are conducting interviews with child-care providers who have sustained their partnership with the EHS programs. During the interview, we will ask questions about your child-care business; your current partnership with [PROGRAM], factors that may have supported or created barriers for sustaining your partnership; and partnership activities. This interview will be conducted over the phone and is expected to take 50 minutes to complete. As a token of our appreciation, we will offer a \$20 gift card for participating in the interview.

Participation in the study is voluntary and your responses will be kept private and used only for research purposes. They will be combined with the responses of others and no individual names will be reported. This combined input will provide the Administration for Children and Families with important information about why partnerships dissolve and what might be done to better sustain them.

Do you have any questions?

[IF PARTNER AGREES TO PARTICIPATE] Thank you so much for agreeing to participate in the interview!

Next, can you please suggest some times during the next week when you will be available to complete the interview?

Again, thank you for agreeing to participate in the interview for the Sustainability Study. I will send you a follow-up email to confirm your interview date and time. Have a great rest of your day!

Sustained Partnership Provider Interview: Reminder Email

Format: Email

Subject: Reminder of upcoming interview for Early Head Start-Child Care Partnerships Sustainability Study



Dear [FIRST NAME] [LAST NAME],

Thank you again for agreeing to take part in the interview for the Early Head Start–Child Care Partnerships Sustainability Study. This is a reminder that your interview will take place at [TIME] on [DAY OF WEEK], [MONTH] [DAY].

To join the interview, dial one of the phone numbers below:

XXX-XXX-XXXX (U.S. Access Number 1)

XXX-XXX-XXXX (U.S. Access Number 2)

When prompted, enter the following access code:

XXX XXX XXX

Thank you, and I look forward to speaking with you on [DATE OF INTERVIEW]!

Sincerely,

[INTERVIEWER NAME]



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Sustained Partnership Provider Interview: Thank You Letter

[DATE]

Dear [FIRST NAME] [LAST NAME],

On behalf of our study team and the Administration for Children and Families, we want to thank you for your participation in the Early Head Start–Child Care Partnerships Sustainability Study interview. Your response will play a key role in creating a better understanding of how these partnerships are sustained.

Included you will find a \$20 gift card as a token of our appreciation for your participation in the interview.

If you have questions or concerns, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

Sincerely,



Sara Skidmore
Survey Director



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**Supplemental Materials for the
Dissolved Partnership Provider Interviews**

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Dissolved Partnership Provider Interview: Advance Email Invitation

Format: Email

Subject: Invitation to participate in the Early Head Start-Child Care Partnerships Sustainability Study Interview



Dear [FIRST NAME] [LAST NAME],

Thank you for completing the survey for the Early Head Start-Child Care Partnerships Sustainability Study.

In addition to the survey you completed, the study includes interviews with child care providers whose partnerships with Early Head Start programs are no longer active to hear about their experiences. You have been selected to participate in one of these interviews. During the interview, we will ask questions about your child-care business; your former partnership with [PROGRAM], factors that may have supported or created barriers for sustaining your partnership; and the impact of COVID-19. We will conduct the interview with you over the phone. We expect the interview to take 50 minutes to complete. As We will offer a \$40 gift card as a token of our appreciation for your participation in the interview.

Participation in the study is voluntary and your responses will be kept private and used only for research purposes. They will be combined with the responses of others and no individual names will be reported. This combined input will provide the Administration for Children and Families with important information about why partnerships dissolve and what might be done to better sustain them.

We will follow-up in a few days by phone to discuss the details of the interview, scheduling, and address any questions you might have. If you have any questions prior to my call, please contact me at XXX-XXX-XXXX or by email at EMAIL@mathematica-mpr.com.

Thank you, and I look forward to hearing from you soon.

Sincerely,

Sara Skidmore
Survey Director



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Dissolved Partnership Provider Interview: Recruitment Script

Hello, my name is [NAME] and I am calling from Mathematica. Thank you so much for completing the survey for the Early Head Start-Child Care Partnerships Sustainability Study!

As you might remember, the purpose of this study is to see how partnerships that received funding under the 2015 round of partnership grants are faring, and the factors that may have supported or impeded the sustainability of those partnerships.

As part of this study, we are conducting interviews with child-care providers whose partnerships with EHS programs are no longer active to hear about their experiences. During the interview, we will ask questions about your child care business; your former partnership with [PROGRAM], factors that may have supported or created barriers for sustaining your partnership; and the impact of COVID-19. This interview will be conducted over the phone and is expected to take 50 minutes to complete. As a token of our appreciation, we will offer a \$40 gift card for participating in the interview.

Participation in the study is voluntary and your responses will be kept private and used only for research purposes. They will be combined with the responses of others and no individual names will be reported. This combined input will provide the Administration for Children and Families with important information about why partnerships dissolve and what might be done to better sustain them.

Do you have any questions?

[IF PARTNER AGREES TO PARTICIPATE] Thank you so much for agreeing to participate in the interview!

Next, can you please suggest some times during the next week when you will be available to complete the interview?

Again, thank you for agreeing to participate in the interview for the Sustainability Study. I will send you a follow-up email to confirm your interview date and time. Have a great rest of your day!

Dissolved Partnership Provider Interview: Reminder Email

Format: Email

Subject: Reminder of upcoming interview for Early Head Start-Child Care Partnerships Sustainability Study



Dear [FIRST NAME] [LAST NAME],

Thank you again for agreeing to take part in the interview for the Early Head Start–Child Care Partnerships Sustainability Study. This is a reminder that your interview will take place at [TIME] on [DAY OF WEEK], [MONTH] [DAY].

To join the interview, dial one of the phone numbers below:

XXX-XXX-XXXX (U.S. Access Number 1)

XXX-XXX-XXXX (U.S. Access Number 2)

When prompted, enter the following access code:

XXX XXX XXX

Thank you, and I look forward to speaking with you on [DATE OF INTERVIEW]!

Sincerely,

[INTERVIEWER NAME]



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Dissolved Partnership Provider Interview: Thank You Letter

[DATE]

Dear [FIRST NAME] [LAST NAME],

On behalf of our study team and the Administration for Children and Families, we want to thank you for your participation in the Early Head Start-Child Care Partnerships Sustainability Study interview. Your response will play a key role in creating a better understanding of why these partnerships end, and how they can be better supported.

Included you will find a \$40 gift card as a token of our appreciation for your participation in the interview.

If you have questions or concerns, please contact me at 800-xxx-xxxx. This call is toll-free. You can also email us at [EMAIL].

Sincerely,



Sara Skidmore
Survey Director



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