

## THV CQI Collaboratives Process Study Email Template – Survey Invitation

Dear [Program Name] Team Member,

We request your participation in a survey about the Tribal Home Visiting (THV) Continuous Quality Improvement Collaboratives (CQICs). This survey is part of a process study of the THV CQICs being conducted by James Bell Associates through the Tribal Evaluation Institute (TEI) on behalf of the Administration for Children and Families' Office of Planning, Research, and Evaluation. Your response will help us understand your experience as a participant in the THV CQICs. The feedback you provide will help us determine the feasibility and appropriateness of the THV CQICs and inform future efforts.

The information you provide in the survey will be kept private. Only the study team will have access to this information. Your responses will be consolidated with others. We will not report information collected from the survey in a way that could identify you or your program.

Your participation in this survey is completely voluntary. It will take up to 10 minutes to complete. If you are unable to complete this survey in one sitting, you may save your responses, exit, and return to complete the survey at a later point in time. We would appreciate your completion of this survey by [insert date].

If you have questions at any time during the survey or would like to discuss your participation with the study team, please call [insert TEI team members names and phone numbers] or email [insert email addresses].

Click here [hyperlink to survey] to complete the survey.

Thank you for your time and participation,

[TEI team member names]

[TEI Team Contact Information]

*The Administration for Children and Families (ACF) Office of Planning, Research, and Evaluation (OPRE) has contracted with James Bell Associates through the Tribal Evaluation Institute (TEI) to conduct an assessment of the of the THV CQI Collaboratives. [OMB Approval Number: 0970-0531; Expiration Date: 7/31/2022]*

**Tribal CQI Collaboratives Process Study Email Template – Reminder Email (for those who have not completed the survey)**

Dear [Program Name] Team Member,

This is a friendly reminder to complete the THV CQI Collaboratives Process Study Survey by [insert date]. The survey should take up to 10 minutes to complete, and your responses will be kept private.

Click here [hyperlink to survey] to complete the survey.

Thank you for taking time to provide us with your valuable input and feedback!

Have questions? Contact the TEI study team:

[TEI Team contact information]

Thank you,

[TEI Team member names]

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**Tribal CQI Collaboratives Process Study Email Template – Reminder Email (for those who started the survey but have not finished)**

Dear [Program Name] Team Member,

This is a friendly reminder to complete the THV CQI Collaboratives Process Study Survey by [insert date]. The survey should take up to 10 minutes to complete, and your responses will be kept private.

Click here [hyperlink to survey] to finish taking the survey.

Thank you for taking time to provide us with your valuable input and feedback!

Have questions? Contact the TEI study team:

[TEI Team contact information]

Thank you,

[TEI Team member names]

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