

## Appendix D: Staff survey notifications

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STAFF SURVEY EMAIL NOTIFICATION FROM PROGRAM

**Format: Email**

**Subject: Upcoming staff survey for FCL**

Dear [NAME],

[AGENCY/PROGRAM] is participating in the Fathers and Continuous Learning in Child Welfare (FCL) project. Mathematica is conducting FCL under a contract with the Administration for Children and Families in the U.S. Department of Health and Human Services. The purpose of the study is to understand [AGENCY'S] culture and father and paternal relative engagement practices.

As part of this study, you will receive an email invitation from Mathematica asking you to complete a brief web survey about your experiences working [for AGENCY/with AGENCY]. **Please complete this survey as soon as possible.** Your participation is critical to the success of the study!

If you have any questions, please contact the FCL team at Mathematica at [NUMBER].

Sincerely,

[NAME]

**Paperwork Reduction Act Statement**

The described 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 number for the described information collection is XXXX-XXXX and the expiration date is XX/XX/20XX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Matthew Stagner; MStagner@Mathematica-mpr.com

## STAFF SURVEY EMAIL INVITATION

**Format: Email**

**Subject: Invitation to participate in staff survey for FCL**

Dear [NAME]:

Thank you for participating in this study as part of the Fathers and Continuous Learning in Child Welfare (FCL) project. Mathematica is conducting FCL under a contract with the Administration for Children and Families in the U.S. Department of Health and Human Services. The purpose of the study is to understand participating organizations' culture and father and paternal relative engagement practices. The efforts of [AGENCY]'s entire staff and its partners are critical to the success of this study, and we appreciate your participation.

As part of the evaluation, we would like you to complete a brief web survey about (1) your experiences working with fathers and paternal relatives and (2) your organization's culture related to engaging fathers and paternal relatives. The survey will take about 20 minutes to complete. **Please complete the survey by [DATE]**. Below is the information needed to access the survey.

**Please click here to complete the staff survey.**

Or, log in using the information below:

Website: [LINK]

Username: [USERNAME]

Password: [PASSWORD]

The information you provide will be treated as private to the extent allowable by law. We will report only overall averages, not individual results, and your name will not be attached to any information you give us. The information will not be shared with others at your agency.

If you have any questions, please contact the FCL team at Mathematica at [NUMBER]. Thanks again for your help with this important study.

Sincerely,

Matthew Stagner, Project Director



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STAFF SURVEY REMINDER EMAIL

**Format: Email**  
**Subject: Reminder: Complete the FCL staff survey today!**

Dear [NAME]:

We recently reached out to you about completing a brief web survey for the Fathers and Continuous Learning in Child Welfare (FCL) project. The purpose of the study, conducted by Mathematica under a contract with the Administration for Children and Families in the U.S. Department of Health and Human Services, is to understand participating organizations' culture and father and paternal relative engagement practices.

**Please complete the survey today!** The survey will take about 20 minutes to complete and is about (1) your experiences working with fathers and paternal relatives and (2) your organization's culture related to engaging fathers and paternal relatives. Below is the information needed to access the survey.

**Please click here to complete the staff survey.**

Or, log in using the information below:

Website: [LINK]

Username: [USERNAME]

Password: [PASSWORD]

The efforts of [AGENCY] entire staff and its partners are critical to the success of this study, and we appreciate your participation. The information you provide will be treated as private to the extent allowable by law. We will report only overall averages, not individual results, and your name will not be attached to any information you give us. The information will not be shared with others at your agency.

If you have any questions, please contact the FCL team at Mathematica at [NUMBER]. Thanks again for your help with this important study.

Sincerely,

Matthew Stagner, Project Director



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