

1. COACH SURVEY RECRUITMENT EMAILS

1a. SURVEY INTRODUCTION EMAIL

Subject: Study Coaching Practices in Early Care and Education Settings 2021: Follow-up

Dear <<First Name, Last Name>>:

As you may recall, in 2019 you were part of a group of coaches from across the country who completed a survey for the Study of Coaching Practices in Early Care and Education Settings (SCOPE). Through that survey, we gathered important information about how coaching is tailored to support teachers and FCC providers and the challenges and opportunities in the coaching process. So much has changed since 2019; we are requesting your help in this important study once again! To make sure this study can help the early care and education coaches provide their best support to teachers and caregivers, we would like to learn about your experiences with coaching and professional development during the COVID-19 pandemic.

What will participation in the survey involve?

In the coming weeks, we will reach out to you to ask you to participate in a 20-minute web-based survey. This survey will ask you about the current coaching effort; communication and interactions you have with the people you coach, your coaching activities, and what your current workload and support looks like. You will receive a \$20 Visa gift card for completing the survey. Following the survey, we will invite a small number of coaches to do a 45-minute telephone interview so we can learn more about your experiences. Coaches who participate in an interview will receive another \$20 Visa gift card.

What will happen with the information?

Participation in this survey is completely voluntary and participants may decide to withdraw at any time. The data we collect will be used for research and educational purposes only. We will not provide information that identifies you to anyone outside the study team, except as required by law. You will not be identified in any publication from this study. At the end of this study, data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive so it can be used by other researchers. No personal information that could identify you or the programs you serve will remain in the data files that are shared with the data archive.

Who is conducting this study?

SCOPE is a project of the Office of Planning, Research, and Evaluation of the Administration for Children and Families in the U.S. Department of Health and Human Services. SCOPE is being conducted by Mathematica, an independent research organization. Mathematica has conducted social policy research for more than 50 years and has frequently conducted research in early childhood settings. Mathematica's partners in this research are Child Trends, a research nonprofit focused on improving the lives of children, youth, and their families, and the Children's Learning Institute at the University of Texas.

What are the next steps?

We will email you a link to the web-based survey in the coming weeks. If you have any questions about the study or your rights as a research volunteer in this study, please contact us either by email at CoachSCOPE@mathematica-mpr.com or phone toll free at 1-844-SCOPE18 (1-844-726-7318).

Sincerely,

Caroline Lauver

SCOPE 2021: Follow-up Survey Lead

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 0970-0XXX and the expiration date is XX/XX/XXXX.

1b. SURVEY INVITATION EMAIL

Subject: Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up survey login information

Dear <<First Name, Last Name>>:

We reached out [FILL TIME PERIOD] to give you a heads up that we are following up on your participation in the Study of Coaching Practices in Early Care and Education Settings (SCOPE). Thank you again for your assistance in 2019. As noted in that email, we would like to gather information about how the COVID-19 pandemic has influenced early care and education coaching and professional development. We hope that you can find the time to provide your perspective and experience by participating in the SCOPE 2021: Follow-up Coach Survey. This follow-up aims to help the early care and education field understand how coaching practices and processes have adapted and changed throughout the COVID-19 pandemic.

We invite you to complete a 20-minute web-based survey. **You will receive a \$20 Visa gift card for completing the survey.** Your survey will ask you about whether coaching is ongoing, the communication and interactions you have with the people you coach, your coaching activities, and what your current workload and support looks like. We encourage your participation, even if you aren't currently working as a coach.

What will happen with the information?

The data we collect will be used for research and educational purposes only. We will not provide information that identifies you to anyone outside the study team, except as required by law. You will not be identified in any publication from this study. Data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you will remain in the files that will be shared with the data archive.

We encourage you to complete the survey online at:

[SURVEY URL]

Who is conducting this study?

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Sincerely,

Caroline Lauver

SCOPE 2021: Follow-up Survey Lead

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1c. SURVEY REMINDER EMAIL

Subject: Time is running out to complete your SCOPE 2021: Follow-up Coach Survey!

Dear <<First Name, Last Name>>:

Time is running out to complete the Study of Coaching Practices in Early Care and Education Settings (SCOPE) 2021: Follow-up Coach Survey. We greatly value your thoughts on how coaching practices and processes have adapted and changed throughout the COVID-19 pandemic. Your help is vital to the study's success.

This is a reminder to please complete the 20-minute web-based survey. **You will receive a \$20 Visa gift card for completing the survey.** We encourage your participation, even if you aren't currently working as a coach.

[SURVEY URL]

What will happen with the information?

The data we collect will be used for research and educational purposes only. We will not provide information that identifies you to anyone outside the study team, except as required by law. You will not be identified in any publication from this study. Data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you or the programs you serve will remain in the files that will be shared with the data archive.

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Sincerely,

Caroline Lauer
SCOPE 2021: Follow-up Survey Lead

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2. CENTER DIRECTOR SURVEY RECRUITMENT EMAILS

2a. SURVEY INTRODUCTION EMAIL

Subject: Study Coaching Practices in Early Care and Education Settings 2021: Follow-up

Dear <<First Name, Last Name>>:

As you may recall, in 2019 you were part of a group of center directors from across the country who completed a survey for the Study of Coaching Practices in Early Care and Education Settings (SCOPE). Through that survey, we gathered important information about how coaching is tailored to support centers and teachers and the challenges and opportunities in the coaching process. So much has changed since 2019; we are requesting your help in this important study once again! To make sure this study can continue to help the early care and education field understand how to best support centers and teachers, we would like to learn about your center's experiences with coaching and professional development during the COVID-19 pandemic.

What will participation in the survey involve?

In the coming weeks, we will reach out to you to ask you to participate in a 20-minute web-based survey. This survey will ask you about the professional development and coaching activities that teachers in your center have been participating in and what challenges your center has encountered with coaching during the COVID-19 pandemic. You will receive a \$20 Visa gift card for completing the survey. Following the survey, we will invite a small number of center directors to do a 30 to 45-minute telephone interview so we can learn more about your experiences. Center directors who participate in an interview will receive another \$20 Visa gift card.

What will happen with the information?

Participation in this survey is completely voluntary and participants may decide to withdraw at any time. The data we collect will be used for research and educational purposes only. We will not provide information that identifies you to anyone outside the study team, except as required by law. You will not be identified in any publication from this study. At the end of this study, data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive so it can be used by other researchers. No personal information that could identify you or your program will remain in the data files that are shared with the data archive.

Who is conducting this study?

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What are the next steps?

We will email you a link to the web-based survey in the coming weeks. If you have any questions about the study or your rights as a research volunteer in this study, please contact us either by email at CoachSCOPE@mathematica-mpr.com or phone toll free at 1-844-SCOPE18 (1-844-726-7318).

Sincerely,

Caroline Lauver
SCOPE 2021: Follow-up Survey Lead

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2b1. SURVEY INVITATION EMAIL – 2019 RESPONDENT

Subject: Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up survey login information

Dear <<First Name, Last Name>>:

We reached out [FILL TIME PERIOD] to give you a heads up that we are following up on your participation in the Study of Coaching Practices in Early Care and Education Settings (SCOPE). Thank you again for your assistance in 2019. As noted in that email, we would like to gather information about how the COVID-19 pandemic has influenced the early care and education coaching and professional development field. We hope that you can find the time to provide your perspective and experience by participating in the SCOPE 2021: Follow-up Center Director Survey. This follow-up aims to help the early care and education (ECE) field understand how coaching—and professional development more broadly—have supported ECE settings throughout the COVID-19 pandemic.

We invite you to complete a 20-minute web-based survey. **You will receive a \$20 Visa gift card for completing the survey.** Your survey will ask you about the extent to which professional development and coaching activities are ongoing and what challenges your center has encountered with coaching during the COVID-19 pandemic. **If your center was closed for a planned summer break in 2021, there are a few survey questions with special instructions on how to account for the summer break when answering.** We encourage your participation, even if there is minimal to no coaching currently taking place at your center.

What will happen with the information?

The data we collect will be used for research and educational purposes only. We will not provide information that identifies you to anyone outside the study team, except as required by law. You will not be identified in any publication from this study. Data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you will remain in the files that will be shared with the data archive.

We encourage you to complete the survey online at:

[SURVEY URL]

Who is conducting this study?

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Your participation is voluntary, and participants can decide to withdraw at any time. If you have any questions about the study, your rights as a research volunteer in this study, or would like to request a paper version of this survey, please contact us either by e-mail at CoachSCOPE@mathematica-mpr.com or phone toll free at 1-844-SCOPE18 (1-844-726-7318). Thank you in advance for your help with this important research.

Sincerely,

Caroline Lauver

SCOPE 2021: Follow-up Survey Lead

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2b2. SURVEY INVITATION EMAIL - NEW RESPONDENT

Subject: Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up survey introduction and login information

Dear <<First Name, Last Name>>:

In 2019, we invited your center to be part of a group of centers from across the country to complete a survey for the Study of Coaching Practices in Early Care and Education Settings (SCOPE). Through that survey, we gathered important information about how coaching is tailored to support centers and teachers and the challenges and opportunities in the coaching process. So much has changed since 2019; as the current center director of [FILL CENTER NAME], we are requesting your participation in a follow-up survey. To make sure this study can continue to help the early care and education field understand how to best support centers and teachers, we would like to learn about your center's experiences with coaching and professional development during the COVID-19 pandemic.

What will participation in the survey involve?

We invite you to complete a 20-minute web-based survey (please see the link below). **You will receive a \$20 Visa gift card for completing the survey.** Your survey will ask you about the extent to which professional development and coaching activities are ongoing and what challenges your center has encountered with coaching during the COVID-19 pandemic. **If your center was closed for a planned summer break in 2021, there are a few survey questions with special instructions on how to account for the summer break when answering.** We encourage your participation, even if there is minimal to no

coaching currently taking place at your center. Following the survey, we will invite a small number of center directors to do a 30 to 45-minute telephone interview so we can learn more about your experiences. Center directors who participate in an interview will receive another \$20 Visa gift card.

What will happen with the information?

The data we collect will be used for research and educational purposes only. We will not provide information that identifies you to anyone outside the study team, except as required by law. You will not be identified in any publication from this study. Data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you will remain in the files that will be shared with the data archive.

We encourage you to complete the survey online at:

[SURVEY URL]

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Sincerely,

Caroline Lauver

SCOPE 2021: Follow-up Survey Lead

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2c. SURVEY REMINDER EMAIL

Subject: Time is running out to complete your SCOPE 2021: Follow-up Center Director Survey!

Dear <<First Name, Last Name>>:

Time is running out to complete the Study of Coaching Practices in Early Care and Education Settings (SCOPE) 2021: Follow-up Center Director Survey. We greatly value your thoughts on how coaching practices and processes have adapted and changed throughout the COVID-19 pandemic. Your help is vital to the study's success.

This is a reminder to please complete the 20-minute web-based survey. **You will receive a \$20 Visa gift card for completing the survey.** We encourage your participation, even if there is minimal to no coaching currently taking place at your center.

[SURVEY URL]

What will happen with the information?

The data we collect will be used for research and educational purposes only. We will not provide information that identifies you to anyone outside the study team, except as required by law. You will not be identified in any publication from this study. Data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you or your program will remain in the files that will be shared with the data archive.

Who is conducting this study?

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Sincerely,

Caroline Lauver

SCOPE 2021: Follow-up Survey Lead

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3. FCC PROVIDER SURVEY RECRUITMENT EMAILS

3a. SURVEY INTRODUCTION EMAIL

Subject: Study Coaching Practices in Early Care and Education Settings 2021: Follow-up

Dear <<First Name, Last Name>>:

As you may recall, in 2019 you were part of a group of FCC providers from across the country who completed a survey for the Study of Coaching Practices in Early Care and Education Settings (SCOPE). Through that survey, we gathered important information about how coaching is tailored to support family child care (FCC) providers and the challenges and opportunities in the coaching process. So much has changed since 2019; we are requesting your help in this important study once again! To make sure this study can help the early care and education field understand how to best support FCC providers, we would like to learn about your FCC home's experiences with coaching and professional development during the COVID-19 pandemic.

What will participation in the survey involve?

In the coming weeks, we will reach out to you to ask you to participate in a 20-minute web-based survey. This survey will ask you about what professional development activities you've been participating in, what communication and interaction have looked like with your coach, thoughts on the coaching you have participated in, and what challenges you might have encountered with coaching during the COVID-19 pandemic. You will receive a \$20 Visa gift card for completing the survey. Following the survey, we will invite a small number of FCC providers to do a 30 to 45-minute telephone interview so we can learn more about your experiences. FCC providers who participate in an interview will receive another \$20 Visa gift card.

What will happen with the information?

Participation in this survey is completely voluntary and participants may decide to withdraw at any time. The data we collect will be used for research and educational purposes only. We will not provide information that identifies you to anyone outside the study team, except as required by law. You will not be identified in any publication from this study. At the end of this study, data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive so it can be used by other researchers. No personal information that could identify you or your FCC will remain in the data files that are shared with the data archive.

Who is conducting this study?

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What are the next steps?

We will email you a link to the web-based survey in the coming weeks. If you have any questions about the study or your rights as a research volunteer in this study, please contact us either by email at CoachSCOPE@mathematica-mpr.com or phone toll free at 1-844-SCOPE18 (1-844-726-7318).

Sincerely,

Caroline Lauver
SCOPE 2021: Follow-up Survey Lead

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3b. SURVEY INVITATION EMAIL

Subject: Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up survey login information

Dear <<First Name, Last Name>>:

We reached out [FILL TIME PERIOD] to give you a heads up that we are following up on your participation in the Study of Coaching Practices in Early Care and Education Settings (SCOPE). Thank you again for your assistance in 2019. As noted in that email, we would like to gather information about how the COVID-19 pandemic has influenced the early care and education coaching and professional development field. We hope that you can find the time to provide your perspective and experience by participating in the SCOPE 2021: Follow-up FCC Provider Survey. This follow-up aims to help the early care and education (ECE) field understand how coaching—and professional development more broadly—have supported ECE settings throughout the COVID-19 pandemic.

We invite you to complete a 20-minute web-based survey. **You will receive a \$20 Visa gift card for completing the survey.** Your survey will ask you about the extent to which professional development and coaching activities are ongoing, what communication and interaction have looked like with your coach, and what coaching challenges you've encountered during the COVID-19 pandemic. We encourage your participation, even if there is minimal to no coaching currently taking place at your FCC home.

What will happen with the information?

The data we collect will be used for research and educational purposes only. We will not provide information that identifies you to anyone outside the study team, except as required by law. You will not be identified in any publication from this study. Data from this study will be transmitted to the [Child & Family Data Archive](#) or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you will remain in the files that will be shared with the data archive.

We encourage you to complete the survey online at:

[SURVEY URL]

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Sincerely,

Caroline Lauer
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3c. SURVEY REMINDER EMAIL

Subject: Time is running out to complete your SCOPE 2021: Follow-up FCC Provider Survey!

Dear <<First Name, Last Name>>:

Time is running out to complete the Study of Coaching Practices in Early Care and Education Settings (SCOPE) 2021: Follow-up FCC Provider Survey. We greatly value your thoughts on how coaching practices and processes have adapted and changed throughout the COVID-19 pandemic. Your help is vital to the study's success.

This is a reminder to please complete the 20-minute web-based survey. **You will receive a \$20 Visa gift card for completing the survey.** We encourage your participation, even if there is minimal to no coaching currently taking place at your FCC home.

[SURVEY URL]

What will happen with the information?

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Sincerely,

Caroline Lauer
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4. SURVEY REMINDER CALL (ALL RESPONDENTS) AND NEW CENTER DIRECTOR RECRUITMENT SCRIPT

OMB No.: XXXXXXXX
Expiration Date: XX/XX/XXXX

Instructions for caller:

Please use the following script below to remind coaches, FCC providers, and center directors to complete the survey. This script can also be used when trying to locate a new center director for centers currently in the study sample.

In advance of the call, collect respondent contact information and survey login information to provide to the respondent.

You can also leave a brief message if the respondent doesn't answer.

If someone answers the phone:

Hi, my name is _____. I am calling from Mathematica for the Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up (which we call the SCOPE 2021: Follow-up for short) being conducted for the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services. May I please speak with [COACH/FCC PROVIDER/CENTER DIRECTOR]?

[FOR CENTER DIRECTORS ONLY IF 2019 CENTER DIRECTOR HAS LEFT]: Could you please share with me the name of your center's current center director? May I please speak with [NEW CENTER DIRECTOR NAME]? In 2019, we invited your center to participate in the Study of Coaching Practices in Early Care and Education Settings (SCOPE). This study provided information about how coaching is tailored to support centers and teachers and the challenges and opportunities in the coaching process. As your center's current director, we are requesting your help in a continuation of this important study. We would like to learn about your center's experiences with coaching and professional development during the COVID-19 pandemic in a 20-minute web-based survey. The survey will have questions about how coaching and professional developing have supported early care and education settings during the COVID-19 pandemic. If you have been the center director for at least 4 months, we would really appreciate you completing this survey. How long have you been the center director of [CENTER NAME]?

- [IF LESS THAN 4 MONTHS AS DIRECTOR]: Because you have been the director for less than 4 months, your center is not eligible for the study at this time. Thank you for taking the time to speak with me today. We know there are a lot of demands on your time as a center director. [END CALL.]
- [IF MORE THAN 4 MONTHS AS DIRECTOR]: Thank you. We will send you a link to complete the survey, and you will receive a \$20 Visa gift card for completing the survey. [VERIFY EMAIL ADDRESS, OFFER TO SEND INVITATION EMAIL AND PROVIDE THEM WITH THE URL, LOGIN ID AND PASSWORD].

[FOR CENTER DIRECTORS/COACHES/FCC PROVIDERS FROM 2019 OR FOR REMINDER CALL TO NEW CENTER DIRECTOR] I wanted to thank you for taking part in the SCOPE. This is just a reminder to please complete the [CENTER DIRECTOR/COACH/FCC PROVIDER: 20-minute 2021 follow-up survey]. You should have received an email recently with a link to the survey and your login information. As a reminder, this

study is examining how coaching and professional development have supported early care and education settings during the COVID-19 pandemic.

- [IF THEY SAY THEY DIDN'T RECEIVE AN EMAIL VERIFY THEIR EMAIL ADDRESS. OFFER TO RESEND EMAIL ONCE THE EMAIL ADDRESS IS CONFIRMED]
- As a reminder, you will receive a \$20 Visa gift card for completing the survey. Let me provide you with the survey web address and your login information; I can also resend our earlier email. [CONFIRM EMAIL ADDRESS; PROVIDE THEM WITH THE URL, LOGIN ID AND PASSWORD]
- We are excited about the study and hope you are too. Your help is vital to the study's success and will help the early care and education field understand more about how COVID-19 impacted coaching and professional development.

[FOR DIRECTORS FROM CENTERS THAT CLOSED FOR THE SUMMER BREAK]: We know your center was recently closed for a summer break. We wanted to let you know that in a few spots in the survey, there are special instructions related to how to think about the summer break when answering the survey questions. For example, there are a couple of questions about whether the center had to temporarily close due to COVID-19, and about the timeline of recent coaching activities.

[FOR ALL]: Are there any questions I can answer for you?

[ADDITIONAL INFORMATION ONLY IF ASKED]: As a reminder, participation in this survey is completely voluntary and participants may decide to withdraw at any time. All your responses and the contact information you provided will be kept private to the extent permitted by law. The data we collect will be used for research and educational purposes only. Data from this study will be transmitted to the Child & Family Data Archive or a similar data archive at the end of the study so it can be used by other researchers. No personal information that could identify you or the programs you serve will remain in the data files that are shared with the data archive.

[FOR ALL]: 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 this information collection is 0970-XXXX and the expiration date is XX/XX/XXXX.

[FOR ALL]: Do you have any questions about the study or accessing the survey?

[RESPOND TO ANY QUESTIONS ABOUT THE STUDY OR SURVEY AND THANK THEM FOR THEIR TIME.]

Voicemail:

Hello, this message is for [COACH/CENTER DIRECTOR/FCC PROVIDER]. My name is _____. I am calling from Mathematica on behalf of the Study of Coaching Practices in Early Care and Education Settings 2021: Follow-up being conducted for the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services. This study is examining how coaching and professional development support early care and education settings during the COVID-19 pandemic. You should have received an email from us on [DATE] with login information to complete a brief survey. Please complete this survey as soon as possible; your perspective on this topic is very valuable. If you have trouble finding the email or accessing the survey link, you may contact us for assistance at 1-844-726-7318 or CoachSCOPE@mathematica-mpr.com. Thank you.

5. SCOPE REMINDER POSTCARD

SCOPE Study 50320.03.100.013.000



P.O. Box 2393
Princeton, NJ 08543-2393

RETURN SERVICE REQUESTED



The SCOPE study team would love to hear from you!

This is a reminder to please complete your 20-minute web-based survey for the SCOPE study! We greatly value your insights on how early care and education coaching practices and processes have adapted and changed throughout the COVID-19 pandemic.

Your help is vital to the study's success!

You will receive a \$20 Visa gift card for completing the survey. We encourage your participation, even if you aren't actively involved in coaching right now.

We have sent the link to your web survey to your email address. If you have any questions about the study or need help accessing your web survey, please contact us either by email at CoachSCOPE@mathematica-mpr.com or by phone toll-free at 1-844-SCOPE18 (1-844-726-7318).

Thank you for your help with this important research!

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 0970-0515 and the expiration date is 07/31/2022.