

ATTACHMENT D
IMPLEMENTATION INTERVIEW EMAIL

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TO: [EMAIL]
FROM: [RECRUITER]
SUBJECT: Study on the Implementation and Cost of High Quality Early Care and Education

Dear [CENTER DIRECTOR],

Thank you for agreeing to participate in our study. We look forward to our call at [TIME] on [DATE]. You will be speaking with [IDC].

As a reminder, Mathematica has contracted with the U.S. Department of Health and Human Services, Administration for Children and Families to conduct this study, Assessing the Implementation and Cost of High Quality Early Care Education (ECE-ICHQ).

During the interview we will ask you about:

1. Center resources
2. Instructional planning, coordination, and child assessment
3. Instruction and caregiving
4. Workforce development, leadership activities, and program planning; and
5. Center administration
6. Child and family support

You do not need to prepare for this interview, but it would be helpful if you had the following documents on hand during the call, if available:

- List of center staff
- Organizational chart
- Information on the number of children in the center with special needs
- Information on funding sources

Taking part in ECE-ICHQ is voluntary. The purpose of the study is to help identify improvements in early childhood services; there are no risks from taking part in the study. The information in this study will be used only for research purposes and in ways that will not reveal who you are or identify your center.

Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. Neither you nor your center will be identified in any publication from this study. If you have questions about ECE-ICHQ, please call Annalee Kelly, the survey director, toll-free, at XXX-XXX-XXXX or email us at EMAIL@mathematica-mpr.com..

Thank you. We look forward to speaking with you soon,

[RECRUITER]

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