

Appendix Z

AIAN Faces 2019 Spring 2022 Special Respondent Materials

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AIAN FACES 2019 Spring 2022 Special Parent Survey Invitation Email

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TO: [PARENT EMAIL ADDRESS]
FROM: AIAN FACES Study Team
SUBJECT: AIAN FACES Study Invitation

Dear [PARENT],

Thank you for taking part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES) last fall.

A few things you might remember about the study:

- The study is funded by the Administration for Children and Families, in the U.S. Department of Health and Human Services.
- The study focuses on children’s development, family involvement, and program quality to identify strategies for improving Head Start. It is very important because it will help the Office of Head Start (OHS) understand the unique needs of families two years after the COVID-19 pandemic began.
- Mathematica, an independent research firm, is conducting the study. Mathematica has worked with directors of Head Start programs in AIAN communities, the OHS leadership and other federal staff, and child development researchers to make sure the study meets the unique needs of AIAN Head Start programs.

As part of this study, we invite you to complete a spring survey about you, your family, and your child. The survey will take about 35 minutes. **After you finish the survey, we will send you a \$30 gift card to thank you for your participation.** You can complete the survey online or by phone. To complete the survey by phone, or if you need to complete the survey in a language other than English, please call 833-961-2894 toll-free.

**We encourage you to complete the survey online at:
[UNIQUE SURVEY LINK]**

Please finish the survey as soon as you can. Here are some points to keep in mind:

- Taking part in AIAN FACES is up to you. There is no penalty if you decide not to participate. Taking part in the study, or deciding not to participate, will not affect any Head Start services you or your child receive. There are no risks from taking part in the study.

However, you may be asked a few sensitive questions. You may choose not to answer those questions or any questions.

- Study results will only be reported for groups. Study results will never be reported in a way that identifies you, your child, any other individuals in your family, or your child's Head Start program.
- There are a few short answer questions in this survey. The information you provide as part of these questions may be directly quoted in order to illustrate a point, but no specific names or places (or any other information that could identify an individual, program, or community) that you mention will be used in study reports.
- No one from your Head Start program will see or hear your individual responses, and your name and your program's name will not be shared with the OHS or in any reports. We are, however, required by law to identify participants if they tell us something that suggests that they are very likely to harm themselves, that they are planning to hurt another person or child, or that someone is likely to harm them.
- In the future, survey responses from the study (with nothing identifying individuals, programs, or communities) may be securely shared with qualified individuals for additional learning purposes to better understand the strengths and needs of children and families in AIAN Head Start and the programs that work with them.

If you have questions about AIAN FACES, please call Sara Skidmore, the survey director, at 833-961-2894. This call is toll-free. You can also email us at AIANFACES@mathematica-mpr.com. To learn more about AIAN FACES, visit the study website at <https://www.acf.hhs.gov/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces> or Google "OPRE AIAN FACES."

Thanks again for taking part in AIAN FACES.

Sincerely,



Sara Skidmore
AIAN FACES Survey Director

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AIAN FACES 2019 Spring 2022 Special Parent Survey Invitation Letter

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Sara Skidmore
AIAN FACES Survey Director



1100 First Street, NE, 12th Floor
Washington, DC 20002
Phone: 202-484-5273
Fax: 202-863-1763
www.mathematica.org

[DATE]

[PARENT NAME]
[PARENT ADDRESS]

Dear [PARENT]:

Thank you for taking part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES) last fall.

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**We encourage you to complete the survey online at:
[WEBSITE].**

Use the log-in ID and password shown.
LOG-IN ID: [LOG-IN ID]
PASSWORD: [PASSWORD]

**You may also access the survey by scanning the following code:
[QR CODE]**

LETTER TO: PARENT
FROM: Sara Skidmore
DATE:
PAGE: 2

Please finish the survey as soon as you can. Here are some points to keep in mind:

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Thanks again for taking part in AIAN FACES.

Sincerely,



Sara Skidmore
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AIAN FACES 2019 Spring 2022 Special Parent Survey Reminder Email

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TO: [PARENT EMAIL ADDRESS]
FROM: AIAN FACES Study Team
SUBJECT: AIAN FACES Study Reminder

Dear [PARENT],

Recently, we invited you to complete a spring survey online or by phone about you, your family, and your child for the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES). The survey will take about 35 minutes. **After you finish the survey, we will send you a \$30 gift card to thank you for your participation.** To complete it by phone, or if you need to complete the survey in a language other than English, please call 833-961-2894 toll-free.

As a reminder:

- The purpose of AIAN FACES is to provide details about the characteristics, experiences, and development of children and families whom AIAN Head Start programs work with.
- The information collected this year will help Head Start improve its services to children and families in AIAN Head Start programs, and is especially important because it will help the Office of Head Start (OHS) understand the unique needs of families two years after the COVID-19 pandemic began.
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Thanks again for taking part in AIAN FACES.

Sincerely,



Sara Skidmore
AIAN FACES Survey Director

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AIAN FACES 2019 Spring 2022 Special Parent Survey Reminder Letter



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American Indian and Alaska Native family and child experiences survey

Sara Skidmore
AIAN FACES Survey Director



1100 First Street, NE, 12th Floor
Washington, DC 20002
Phone: 202-484-5273
Fax: 202-863-1763
www.mathematica.org

[DATE]

[PARENT NAME]
[PARENT ADDRESS]

Dear [PARENT]:

Recently, we invited you to complete a spring survey online or by phone about you, your family, and your child for the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES). The survey will take about 35 minutes. After you finish the survey, we will send you a \$30 gift card to thank you for your participation. To complete it by phone, or if you need to complete the survey in a language other than English, please call 833-961-2894 toll-free.

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- The study is funded by the Administration for Children and Families, in the U.S. Department of Health and Human Services.
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**We encourage you to complete the survey online at:
[WEBSITE].**

Use the log-in ID and password shown.

LOG-IN ID: [LOG-IN ID]

PASSWORD: [PASSWORD]

**You may also access the survey by scanning the following code:
[QR CODE]**

LETTER TO: PARENT
FROM: Sara Skidmore
DATE:
PAGE: 2

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Thanks again for taking part in AIAN FACES.

Sincerely,



Sara Skidmore
AIAN FACES Survey Director

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**AIAN FACES 2019 Spring 2022 Special Teacher Survey
and Teacher Child Report Invitation Letter**

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Sara Skidmore
AIAN FACES Survey Director

1100 First Street, NE, 12th Floor
Washington, DC 20002
Phone: 202-484-5273
Fax : 202-863-1763
www.mathematica.org

[DATE]

Dear [TEACHER]:

Thank you for taking part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES). This past fall [HEAD START PROGRAM NAME] was selected to take part in this important study.

A few things you might remember about the study:

- In 2015 and again in 2019, AIAN FACES collected descriptive information on children's skills and the experiences of families attending Region XI AIAN Head Start, to help inform policies and practices. The study is being conducted again in 2021-22 to help the Office of Head Start (OHS) understand the unique needs of families two years after the COVID-19 pandemic began.
- The study is funded by the Administration for Children and Families, in the U.S. Department of Health and Human Services.
- Mathematica, an independent research firm, is conducting AIAN FACES. Mathematica worked with a group of directors and leaders of Head Start programs in AIAN communities, federal officials, and early childhood researchers with experience with Native communities to design the study and to guide how the study is being carried out.

This spring we are asking **you to complete a short form, the Teacher Child Report (TCR), for each child participating in AIAN FACES in your class.** The form asks about the skills and approaches to learning that you have seen these children use, as well as behaviors you might have seen. Each form should only take about 10 minutes. **As a thank you, we will send you a \$10 gift card for each TCR form you complete and return.**

In addition to completing the TCRs, **we are also asking you to complete a Teacher Survey.** It should take about 35 minutes to complete. The survey will ask about children's classroom activities, the materials used in the classroom, Native culture and language experiences that happen in the classroom, and the ways that you involve and interact with children's parents. It will also ask about your feelings, your education and training, and professional development you may have taken part in over the past year. It will also include questions about your well-being two years after the COVID-19 pandemic began.

LETTER TO: TEACHER

FROM: Sara Skidmore

DATE:

PAGE: 2

We want you to know that:

- Taking part in AIAN FACES is voluntary. You do not have to take part in this study. If you choose to take part in the study but then decide you want to leave the study at any point, that is okay. There are no risks from taking part in the study. However, you may be asked sensitive questions. You may choose not to answer those questions or any questions.
- Study results will only be reported for groups. No one else from your Head Start program, including your supervisors, will see or hear your individual responses, and your name and your program's name will not be shared with the OHS or in any reports.
- There are a few short answer questions in this survey. The information you provide as part of these questions may be directly quoted in order to illustrate a point, but no specific names or places (or any other information that could identify an individual, program, or community) that you mention will be used in study reports.
- In the future, survey responses from the study (with nothing identifying individuals, programs, or communities) may be securely shared with qualified individuals for additional learning purposes to better understand the strengths and needs of children and families in AIAN Head Start and the programs they work with.
- We have a Certificate of Confidentiality from the National Institutes of Health. The Certificate helps us protect your privacy. This means no one can force the study team to give out information that identifies you, even in court. However, we may need to share your information if it shows a serious threat to you or to others, including reporting to authorities when required by law.

If you have access to the internet, we think you will find it convenient to complete these forms and survey online. If you do not have internet access or prefer to fill out the forms or the survey on paper, you may use the paper copies enclosed. Please return them in the pre-paid envelope provided.

If you choose to fill out the survey and TCRs online, please use the log-in ID and password below. The website, your log-in ID and password are secure and will not be shared with anyone except you. All information you provide will be kept private to the extent permitted by law. Only selected members of the study team will see your responses. Using the log-in ID and password ensures that your responses will be protected.

[IF TEACHER HAS MORE THAN ONE CLASS SELECTED FOR AIAN FACES] Because you have more than one classroom participating in AIAN FACES, you will find separate log-in IDs and passwords below for each class. When you log into the AIAN FACES teacher website for the first classroom listed below, you will be asked to complete this survey and the TCRs for children in the first classroom. Please complete this classroom first. You will only complete the survey once. Then you will log into the website using the second ID and password to complete just the TCRs for the second classroom.

LETTER TO: TEACHER
FROM: Sara Skidmore
DATE:
PAGE: 3

**We encourage you to complete the survey and TCRs online at:
[WEBSITE].**

Use the log-in ID and password shown.

LOG-IN ID: [LOG-IN ID]

PASSWORD: [PASSWORD]

**You may also access the survey by scanning the following code:
[QR CODE]**

We have enclosed some helpful tips for completing your teacher survey and TCRs online. Mathematica staff will be happy to answer any questions about AIAN FACES and to assist you in any way. You can contact Sara Skidmore, the survey director, toll-free at 833-961-2894 or email us at AIANFACES@mathematica-mpr.com. To learn more about AIAN FACES, visit the study website at <https://www.acf.hhs.gov/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces> or Google "OPRE AIAN FACES." Thank you in advance for your help with this important study.

Sincerely,



Sara Skidmore

AIAN FACES Survey Director

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**AIAN FACES 2019 Spring 2022 Special Teacher Survey and Teacher
Child Report Invitation Email**

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TO: [TEACHER EMAIL ADDRESS]
FROM: AIAN FACES Study Team
SUBJECT: AIAN FACES Study Reminder

Dear [TEACHER]:

Thank you for taking part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES). This past fall [HEAD START PROGRAM NAME] was selected to take part in this important study.

A few things you might remember about the study:

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- We have a Certificate of Confidentiality from the National Institutes of Health. The Certificate helps us protect your privacy. This means no one can force the study team to give out information that identifies you, even in court. However, we may need to share your information if it shows a serious threat to you or to others, including reporting to authorities when required by law.

If you have access to the internet, we think you will find it convenient to complete these forms and survey online. If you do not have internet access or prefer to fill out the forms or the survey on paper, please call Sara Skidmore, the survey director, at 833-961-2894. This call is toll-free. You may also email us at AIANFACES@mathematica-mpr.com.

If you choose to fill out the survey and TCRs online, please use the link below. All information you provide will be kept private to the extent permitted by law. Only selected members of the study team will see your responses. Using this link ensures that your responses will be protected.

[IF TEACHER HAS MORE THAN ONE CLASS SELECTED FOR AIAN FACES] Because you have more than one classroom participating in AIAN FACES, you will find separate log-in IDs and passwords below for each class. When you log into the AIAN FACES teacher website for the first classroom listed below, you will be asked to complete this survey and the TCRs for children in the first classroom. Please complete this classroom first. You will only complete the survey once. Then you will log into the website using the second ID and password to complete just the TCRs for the second classroom.

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LOG-IN ID: [LOG-IN ID]

PASSWORD: [PASSWORD]

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Sincerely,



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**AIAN FACES 2019 Spring 2022 Special Teacher Survey and Teacher
Child Report Reminder Email**

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TO: [TEACHER EMAIL ADDRESS]
FROM: AIAN FACES Study Team
SUBJECT: AIAN FACES Study Reminder

Dear [TEACHER]:

You were recently invited to **complete a Teacher Child Report (TCR)** for each child participating in American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES) in your class. Each TCR should take only about 10 minutes to complete. **You were also invited to complete a 35-minute Teacher Survey.** According to our records, you have [IF TEACHER SURVEY NOT COMPLETE: not completed the Teacher Survey and have] [XX] TCRs left to complete.

As a reminder:

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Sincerely,

A handwritten signature in black ink, appearing to read "Sara Skidmore".

Sara Skidmore
AIAN FACES Survey Director

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AIAN FACES 2019 Spring Program Director Survey Invitation Letter

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American Indian and
Alaska Native
family and child experiences survey
Sara Skidmore
AIAN FACES Survey Director



Mathematica
Progress Together
1100 First Street, NE, 12th Floor
Washington, DC 20002
Phone: 202-484-5273
Fax: 202-863-1763
www.mathematica.org

[DATE]

Dear [PROGRAM DIRECTOR]:

Thank you for taking part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES) last fall.

A few things you might remember about the study:

- In 2015 and again in 2019, AIAN FACES collected descriptive information on children's skills and the experiences of families attending Region XI AIAN Head Start, to help inform policies and practices. The study is being conducted again in 2021-22 to help the Office of Head Start (OHS) understand the unique needs of families two years after the COVID-19 pandemic began.
- The study is funded by the Administration for Children and Families, in the U.S. Department of Health and Human Services.
- Mathematica, an independent research firm, is conducting AIAN FACES. Mathematica worked with a group of directors and leaders of Head Start programs in AIAN communities, federal officials, and early childhood researchers with experience with Native communities to design the study and to guide how the study is being carried out.

This spring, **we are asking you to complete a Program Director Survey.** It should take about 30 minutes to complete. The survey will ask about staff education and training, curriculum and assessment, program management, children and families they partner with, Native culture and language in the program, use of data to make decisions, resources available to your program, support for staff working with families affected by substance use, and your feelings about your job and program. It will also ask about your feelings and well-being two years after the COVID-19 pandemic began, education and training, and professional development you may have taken part in over the past year.

We want you to know that:

- Taking part in AIAN FACES is voluntary. You do not have to take part in this study. If you choose to take part in the study but then decide you want to leave the study at any point, that is okay. There are no risks from taking part in the study. However, you may be asked sensitive questions. You may choose not to answer those questions or any questions.
- Study results will only be reported for groups. No one else from your Head Start program, including your supervisors, will see or hear your individual responses, and your name and your program's name will not be shared with the OHS or in any reports.

LETTER TO: PROGRAM DIRECTOR
FROM: Sara Skidmore
DATE:
PAGE: 2

- There are a few short answer questions in this survey. The information you provide as part of these questions may be directly quoted in order to illustrate a point, but no specific names or places (or any other information that could identify an individual, program, or community) that you mention will be used in study reports.
- In the future, survey responses from the study (with nothing identifying individuals, programs, or communities) may be securely shared with qualified individuals for additional learning purposes to better understand the strengths and needs of children and families in AIAN Head Start and the programs they work with.
- We have a Certificate of Confidentiality from the National Institutes of Health. The Certificate helps us protect your privacy. This means no one can force the study team to give out information that identifies you, even in court. However, we may need to share your information if it shows a serious threat to you or to others, including reporting to authorities when required by law.

When you visit the survey website, you should use the log-in ID and password below. These are secure and will not be shared with anyone except you. All information you provide will be kept private to the extent permitted by law. Only selected members of the study team will see your responses. Using the log-in ID and password ensures that your information will be protected.

**We encourage you to complete the survey online at:
[WEBSITE].**

Use the log-in ID and password shown.
LOG-IN ID: [LOG-IN ID]
PASSWORD: [PASSWORD]

**You may also access the survey by scanning the following code:
[QR CODE]**

We have enclosed some helpful tips for completing your survey online. Mathematica staff will be happy to answer any questions about AIAN FACES and to assist you in any way. You can contact Sara Skidmore, the survey director, toll-free at 833-961-2894 or email us at AIANFACES@mathematica-mpr.com. To learn more about AIAN FACES, visit the study website at <https://www.acf.hhs.gov/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces> or Google “OPRE AIAN FACES.” Thank you in advance for your help with this important study.

Sincerely,



Sara Skidmore
AIAN FACES Survey Director

The referenced collection of information is voluntary. Information will be kept private. 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 this collection is 0970-0151 and it expires XX/XX/XXXX.

AIAN FACES 2019 Spring Program Director Reminder Email

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TO: [PROGRAM DIRECTOR EMAIL ADDRESS]
FROM: AIAN FACES Study Team
SUBJECT: AIAN FACES Study Reminder

Dear [PROGRAM DIRECTOR]:

Recently you were invited to **complete a Program Director Survey**. We encourage you to complete the survey on the web. **It should take 30 minutes to complete.**

As a reminder:

- The purpose of AIAN FACES is to provide details about the children and families whom AIAN Head Start programs work with.
- The information collected this year will help Head Start improve its services to children and families in AIAN Head Start programs, and is especially important because it will help the Office of Head Start (OHS) understand the unique needs of families two years after the COVID-19 pandemic began.
- The study is funded by the Administration for Children and Families, in the U.S. Department of Health and Human Services.
- Mathematica, an independent research firm, is conducting the study.

**We encourage you to complete the survey online at:
[UNIQUE SURVEY LINK]**

If you have questions about AIAN FACES please call Sara Skidmore, the survey director, toll-free at 833-961-2894. You can also email us at AIANFACES@mathematica-mpr.com. To learn more about AIAN FACES, visit the AIAN FACES website at <http://www.acf.hhs.gov/programs/opre/research/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-faces> or Google "OPRE AIAN FACES."

Sincerely,

A handwritten signature in black ink, appearing to read "Sara Skidmore".

Sara Skidmore
AIAN FACES Survey Director

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AIAN FACES 2019 Spring Center Director Survey Invitation Letter

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American Indian and
Alaska Native
family and child experiences survey

Sara Skidmore
AIAN FACES Survey Director



1100 First Street, NE, 12th Floor
Washington, DC 20002
Phone: 202-484-5273
Fax: 202-863-1763
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DATE

Dear [CENTER DIRECTOR]:

Thank you for taking part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES) last fall.

A few things you might remember about the study:

- In 2015 and again in 2019, AIAN FACES collected descriptive information on children's skills and the experiences of families attending Region XI AIAN Head Start, to help inform policies and practices. The study is being conducted again to help the Office of Head Start (OHS) understand the unique needs of families two years after the COVID-19 pandemic began.
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This spring **we are asking you to complete a Center Director Survey**. It should take about 30 minutes to complete. Your survey will ask about staffing and staff education and training, curriculum and assessment, program management, Native culture and language at your center, and your feelings about your job and center. It will also ask about your feelings and well-being two years after the COVID-19 pandemic began, education and training, and professional development you may have taken part in over the past year.

[IF MULTI-CENTER DIRECTOR:] We understand that you are the center director for two of the centers selected for this study. After you have completed the survey for [FIRST CENTER] on the web, you will be prompted to answer an abbreviated set of questions about [SECOND CENTER].

We want you to know that:

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- Study results will only be reported for groups. No one else from your Head Start program, including your supervisors, will see or hear your individual responses, and your name and your program's name will not be shared with the OHS or in any reports.

LETTER TO: CENTER DIRECTOR
FROM: Sara Skidmore
DATE:
PAGE: 2

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- In the future, survey responses from the study (with nothing identifying individuals, programs, or communities) may be securely shared with qualified individuals for additional learning purposes to better understand the strengths and needs of children and families in AIAN Head Start and the programs they work with.
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Sincerely,



Sara Skidmore
AIAN FACES Survey Director

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AIAN FACES 2019 Spring 2022 Center Director Reminder Email

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TO: [CENTER DIRECTOR EMAIL ADDRESS]
FROM: AIAN FACES Study Team
SUBJECT: AIAN FACES Study Reminder

Dear [CENTER DIRECTOR]:

Recently you were invited to complete a **Center Director Survey**. We encourage you to complete the survey on the web. **It should take 30 minutes to complete.**

As a reminder:

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