

A. Grantee Organizations

[ACL email]

Subject: ACL Evidence Based Program Fidelity Survey

Dear [Grantee organization],

I am reaching out to let you know that in the next week **you will be receiving an email invitation** (with login information) to complete a survey online from Cindy Strickland and the team at HSAG.

The Administration for Community Living (ACL) is performing a study to better understand evidence-based program selection and the implementation process according to developer models. We contracted with HSAG to perform this study and thank those of you who gathered information for our prior request; those responses were extremely informative. As the next step in this study, HSAG will be conducting a survey of the diverse community of ACL grantees to better understand how you select evidence-based programs (EBPs), how you implement them with fidelity to program models, and whether and how you make adaptations to EBPs. Your responses will help ACL find ways to support you in ensuring that the people you serve get the hoped-for results from the EBPs you provide.

This will be a web survey of between 47 and 65 questions, depending on the nature of the programming your organization provides or supervises. It is not expected to take more than 30-40 minutes for a person with well-rounded knowledge of the organization's ACL grants to complete.

The survey should be directed to the people in your organization who have information about how decisions are made regarding which EBPs to use and how they are implemented and monitored. These would include people involved in program selection, program logistics such as scheduling or securing locations, participant recruitment, program delivery, training, etc. If you are not the best person to ask, please pass the survey on to the appropriate person and **provide us with their contact information (name and email address) so we can follow up with them.** If you are not the best person for certain sections of the survey, please work with others in your organization to answer the survey.

Your data will be kept secure, and no one but the staff at HSAG and ACL will see your survey answers. Your answers will not have your name on them and will be part of a pool of information from other grantees like you nationwide. The results may be released to the public, but any reports will not identify individual participants and will only present the combined data.

Your participation in the survey is especially important now during the COVID-19 Public Health Emergency, as you have been challenged to find new solutions to old and new problems. ACL needs to know about your creativity during the PHE to understand the lessons learned and further the development and implementation of EBPs.

We need your voice!

Please email Jennifer.Tillery@acl.hhs.gov if you have any questions or concerns regarding this request.

[Signed by Jennifer Tillery]

B. Implementation Organizations

[ACL email]

Subject: ACL Evidence Based Program Fidelity Survey

Dear [Implementation organization],

I am reaching out to ask you about the work you do as an organization implementing evidence-based programming (EBP) with support from an Administration for Community Living (ACL) grant.

In the next week, **you will be receiving an email invitation** (with login information) to complete a survey online from Cindy Strickland and the team at HSAG. ACL is performing a study to learn more about how organizations like yours select EBPs to offer and maintain fidelity to original program models. We contracted with HSAG to conduct the study.

As part of this study, we are conducting a survey of the diverse community that is funded by ACL to provide EBPs to better understand how you select evidence-based programs (EBPs), how you implement them with fidelity to program models, and whether and how you make adaptations to EBPs. Your responses will help ACL find ways to support you in ensuring the people you serve are getting the hoped-for results from the implemented EBPs.

This will be a web survey of between 47 and 65 questions, depending on the nature of the programming your organization provides. It is not expected to take more than 30-40 minutes to complete for a person with well-rounded knowledge of your organization's work with [Grantee organization] on [Program Name].

The survey should be directed to the people in your organization who have information about how decisions are made regarding which EBPs are selected and how they are implemented and monitored. These would include people involved in program selection, program logistics such as scheduling or securing locations, participant recruitment, program delivery, training, etc. If you are not the best person to ask, please pass the survey on to the appropriate person and **provide us with their contact information (name and email address) so we can follow up with them**. If you are not the best person for certain sections of the survey, please work with others in your organization to answer the survey.

Your data will be kept secure, and no one but the staff at HSAG and ACL will see your survey answers. Your answers will not have your name on them and will be part of a pool of information from other organizations like you nationwide. The results may be released to the public, but any reports will not identify individual participants and will only present the combined data.

Your participation in the survey is especially important now during the COVID-19 Public Health Emergency, as you have been challenged to find new solutions to old and new problems. ACL needs to know about your creativity during the PHE to understand the lessons learned and further the development and implementation of EBPs.

We need your voice!

Please email Jennifer.Tillery@acl.hhs.gov if you have any questions or concerns regarding this request.

[Signed by Jennifer Tillery]