

FOCUS GROUP REMINDER FROM PROGRAM

Format: Phone call or email
[IF EMAIL: Subject: Upcoming focus group reminder]

Hi [NAME],

This is a reminder about the focus group discussion on [DATE] at [TIME]. The discussion will be held [at LOCATION/virtually]. It will take about 90 minutes, and you will be sent a \$35 gift card. Due to the COVID-19 pandemic, please make sure [INSERT RELEVANT SAFETY GUIDELINES]. If anyone does not follow these guidelines, then they will not be allowed to participate in the focus group discussion. Individuals experiencing any symptoms of COVID-19 should not attend the focus group discussion. If you have any questions [or need your login information], please contact us at [PHONE NUMBER]. The study team is looking forward to speaking with you soon!

FOCUS GROUP CONFIRMATION EMAIL

Format: Email

Subject: Upcoming focus group reminder!

Dear [NAME]:

We are looking forward to speaking with you on [DATE] at [TIME]. The focus group discussion will be held [at LOCATION/virtually, using the login information at the end of this email]. To offset any costs of your participation, you will be given a \$35 gift card.

The focus group discussion is part of the Fathers and Continuous Learning in Child Welfare (FCL) project sponsored by the U.S. Department of Health and Human Services. We are interested in talking with fathers and paternal relatives about their experiences with [AGENCY] to help us learn about how the agency can become more helpful to fathers and paternal relatives. The focus group discussion will be conducted by staff from Mathematica.

This discussion will take about 90 minutes. Your participation in this study is voluntary and everything you say during our discussion will be kept private. We won't use your name or any other identifying information when we report the results of our study. You may also choose to not answer any question you do not want to answer.

If you have any questions about the focus group discussion, you can contact me at [PHONE NUMBER]. If you have any general questions or concerns about the study, you may contact the FCL project director, Matthew Stagner at (312) 994-1044.

Thank you for agreeing to participate—we look forward to speaking with you soon and hearing about your experiences at [AGENCY]!

[LOGIN INFORMATION]