

## SOT Survey outreach emails

### Outreach email 1: Email from ORR to SOT program directors

Subject line: ORR SOT Survey on Data Collection and Reporting Requirements

Dear Grantees,

I am writing to put you in touch with Sarah Catherine Williams who works for Child Trends (a research center based in Washington D.C.). We are working with Child Trends and its partner, Mathematica, to learn more about how Services for Survivors of Torture (SOT) programs experience the current program data collection and reporting requirements.

As part of this project, **we are asking that you and your team collaborate on a survey about your program's experiences with the data collection and reporting requirements of the SOT program.** Please note, participating in the survey is voluntary. However, I would like to encourage you to complete the survey because we will use the responses to improve the data collection processes and reporting measures we require of SOT programs. We will also use this information to identify areas where SOT grantees might need additional technical assistance or training.

Sarah Catherine will follow up with more information shortly, but please let me know if you have questions.

Best,

[NAME]

**The Paperwork Reduction Act Statement:** The described collection of information is voluntary and will be used to document features of the Services for Survivors of Torture Program and the provision of services to individuals served by that program. Public reporting burden for the described collection of information is estimated to average 40 minutes per response, including time for reviewing instructions, gathering and maintaining the data needed, collaboration, reviewing the collection of information, and completing the survey. 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 0970-0531 and it expires XX/XX/XXXX.

### Outreach email 2: Follow up email from Child Trends to grantee program directors (to be sent within three to five business days following Outreach email 1)

Subject line: Response requested by [DATE]: ORR SOT Survey on Data Collection and Reporting Requirements

Hello,

As you are aware from an initial outreach email from [NAME], Child Trends and our partner Mathematica are working with ORR to learn more about how Services for Survivors of Torture (SOT) programs experience the data collection and reporting requirements for the SOT program. I am following up with more information about the survey we are asking you and your team to complete.

The survey includes questions related to your experiences with and recommendations for improving current data collection and reporting processes, training and technical assistance needs, and your program's capacity for and interest in participating in a future evaluation. Please use the following link to enter your program's survey responses into a secure online platform, Alchemer. Although multiple staff members may be consulted when compiling survey responses, each program should only submit ONE survey response. [\[SURVEY LINK\]](#)

We expect you may need to collaborate with others in your office to complete the survey, and we encourage you to do so. You may download a Word version of the survey here [\[LINK\]](#) so that, if you would like, you can print and fill it out as a group, then enter your responses via the web link.

As a reminder, your program's participation in this survey is voluntary, but the responses we receive will help shape recommendations for improvements to current data collection processes and measures and inform additional training and technical assistance efforts. If you decide to participate, the information you provide in the survey will **not** be shared with other SOT programs. Additionally, individual program responses will not be shared with ORR – instead, the study team will combine responses from all programs before sharing information with ORR. The information shared will not include names or other identifiable information. However, because of the relatively small number of organizations participating in the study, there is a possibility that a response could be correctly linked to you.

Please plan to complete the survey by [\[DATE\]](#). Your program's participation in completing the survey will take about 30 minutes, plus 10 minutes per staff person to review correspondence and instructions.

If you or your staff have any questions, please feel free to reach out to me via at the email or phone number below.

Warmly,

Sarah Catherine Williams, MSW

[swilliams@childtrends.org](mailto:swilliams@childtrends.org)

240-223-9230

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**Outreach email 3: Reminder to complete the survey sent from Child Trends to grantee program directors to be sent two weeks following Outreach email 2).**

Subject line: Response requested by [DATE]: ORR SOT Survey on Data Collection and Reporting Requirements

Hello,

I hope this email finds you well! I am following up to remind you to please complete the SOT program survey by **DATE**. As a reminder, this voluntary survey asks questions related to your experiences with and recommendations for improving current data collection and reporting processes, training and technical assistance needs, and your program's capacity for and interest in participating in a future evaluation.

Please use the following link to enter your program's survey response into a secure online platform, Alchemer. Although several staff members may be consulted when compiling survey responses, each program should only submit ONE survey response. **[SURVEY LINK]**

You may download a Word version of the survey here **[LINK]** so you can print and fill it out with others in your office and then enter your responses via the web link above.

If you have any questions as you complete the survey or would like additional time to complete the survey, please let me know.

Warmly,

Sarah Catherine  
[swilliams@childtrends.org](mailto:swilliams@childtrends.org)  
240-223-9230

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**Outreach Email 4: Final reminder to complete the survey email sent from Child Trends to grantee program directors (to be sent 3 weeks following Outreach email 2).**

Subject line: Response requested by [DATE]: ORR SOT Survey on Data Collection and Reporting Requirements

Hello,

I hope this email finds you well! I am sending a final reminder to please complete SOT program survey by **DATE**.

As a reminder, this voluntary survey asks questions related to your experiences with and recommendations for improving current data collection and reporting processes, training and technical assistance needs, and your program's capacity for and interest in participating in a future evaluation.

Please use the following link to enter your program's survey response into a secure online platform, Alchemer. Although several staff members may be consulted when compiling survey responses, each program should only submit ONE survey response. [SURVEY LINK]

You may download a Word version of the survey here [LINK] so you can print and fill it out with others in your office and then enter your responses via the web link above.

If you have any questions as you complete the survey or would like additional time to complete the survey, please let me know.

Warmly,

Sarah Catherine

[swilliams@childtrends.org](mailto:swilliams@childtrends.org)

240-223-9230

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