

# Tribal Child Welfare Staff Interview/Focus Group

## Initial Invitation Email

**Subject Line:** Capacity Building Center for Tribes Evaluation

**Attachments:** *TCWP Staff Focus Group/Interview Information Sheet, TCWP Staff Focus Group/Interview Questions*

**Body message:**

Dear <NAME>,

I hope this email finds you well. As you may know, the Capacity Building Center for Tribes' evaluation team is conducting an evaluation of the services provided to your Tribal child welfare program. As part of that evaluation, we would like to invite you, and other individuals from your organization who were involved in the Tailored Services project, to participate in a focus group. This focus group will provide an opportunity for you, and your colleagues, to provide feedback about the quality of services you received and about the impact of this project for your program. Your feedback will help the Capacity Building Center for Tribes continue to improve its services to you and other Tribal child welfare programs.

The focus group will take place via Zoom and will take no longer than 90 minutes. **If you are available to participate, please let us know your availability using this Doodle Poll [HYPERLINK].** Also, if you prefer, we can schedule an individual interview with you instead of the focus group.

Your participation is completely voluntary and your individual feedback will be kept confidential. All responses will be reported in aggregate.

Attached you will find an information sheet that provides more details about this evaluation, as well as the questions that we will be using to guide the focus group. Feel free to read that information prior to the focus group if you would like. We will also cover that information before beginning the focus group, should you choose to participate.

If you have any questions, please do not hesitate to contact us. We look forward to hearing about your experiences!

## First Reminder Email

**Subject Line:** Reminder: Capacity Building Center for Tribes Evaluation

**Body message:**

Dear <NAME>,

We recently sent an invitation to participate in a focus group about the services provided to your Tribal child welfare program by the Capacity Building Center for Tribes. This is just a friendly reminder to let us know if you would be willing to participate.

The focus group will take place via Zoom and will take no longer than 90 minutes. **If you are available to participate, please let us know your availability using this Doodle Poll [HYPERLINK]**. Also, if you prefer, we can schedule an individual interview with you instead of the focus group.

We know your time is valuable and your willingness to share your insights with us is much appreciated! If you have any questions, please do not hesitate to contact us.

## Second Reminder Email

**Subject Line:** Reminder: Capacity Building Center for Tribes Evaluation

**Body message:**

Dear <NAME>,

We know how busy tribal child welfare staff are, so we just wanted to send a final reminder about the focus group regarding the services provided to you by the Capacity Building Center for Tribes. Your feedback will help the Center continue to improve its services to you and other Tribal child welfare programs.

The focus group will take place via Zoom and will take no longer than 90 minutes. **If you are available to participate, please let us know your availability using this Doodle Poll [HYPERLINK]**. Also, if you prefer, we can schedule an individual interview with you instead of the focus group.

If you have any questions, please do not hesitate to contact us.