

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: Your AIAN FACES survey is ready!

Dear [PARENT],

Thank you for agreeing to take part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES)! We want to be sure to hear from YOU! Head Start values your voice and what you have to say!

A few things about the study:

- AIAN FACES describes children and families participating in Head Start and their Region XI AIAN Head Start programs. AIAN FACES is an opportunity for your voice to be heard by Head Start. Head Start will use the information gained from AIAN FACES to understand the unique needs of families two years after the COVID-19 pandemic began. We want to make sure your voice is heard.
- It 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 doing 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 (IF RETURNING: spring) survey about you, your family, and your child. You can complete the survey over the phone or on the web. 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. The survey will take about (IF RETURNING: 28/ IF NEW: 40) minutes. **After you finish the survey, as a thank you, we will send you a \$30 gift card.**

**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 is completely voluntary. There are no risks or direct benefits from taking part in the study. Your choice to take part or not will not affect the Head Start services you and your child receive. If you choose to take part in the study but then decide you want to leave the study at any point, that is okay.
- No one outside of the Mathematica study team will be able to connect you to the answers you provide to the survey questions and/or the responses of your child's teacher in the teacher-child report.

- Some questions might ask you to answer questions in your own words. We may use statements or parts of statements you make in connection with the study; however, we will not identify you as the source of the statement; we also will not identify your program or community.
- We will never identify you or any individual parent, child, or other staff member, in any report; reports will contain only general study results.
- All information collected as part of AIAN FACES will be kept private to the extent permitted by law unless we learn that a child has been hurt or is in danger or you tell us that you plan to seriously hurt yourself or someone else – then by law, we must make a report to the appropriate legal authorities.
- In the future, survey responses from the study (with nothing identifying individuals, programs, or communities) will be securely shared only with qualified individuals who are studying Head Start children, their families, and programs.
- We have a Certificate of Confidentiality from the National Institutes of Health. The Certificate helps us protect your privacy. This strictly limits when the study team can 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. The U.S. Department of Health and Human Services (DHHS) may ask for data for an audit or evaluation. If they do, we will need to provide it. However, only DHHS staff involved in the review will see it.

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 AIAN FACES website at <https://www.acf.hhs.gov/opre/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-ai-0> 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 agreeing to take part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES)! We want to be sure to hear from YOU! Head Start values your voice and what you have to say!

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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]

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

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

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- We will never identify you or any individual parent, child, or other staff member, in any report; reports will contain only general study results.
- All information collected as part of AIAN FACES will be kept private to the extent permitted by law unless we learn that a child has been hurt or is in danger or you tell us that you plan to seriously hurt yourself or someone else – then by law, we must make a report to the appropriate legal authorities.
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LETTER TO: PARENT
FROM: Sara Skidmore
DATE:
PAGE: 2

Thanks again for taking part in 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 2022 Special Parent Survey Reminder Email

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TO: [PARENT EMAIL ADDRESS]
FROM: AIAN FACES Study Team
SUBJECT: Reminder: AIAN FACES wants to hear from you! (ADDITIONAL EMAIL SUBJECT: AIAN FACES Reminder: Your survey is waiting for your response!; AIAN FACES Reminder: Time is running out to answer your survey!; AIAN FACES Final Reminder: Please complete your survey!)

Dear [PARENT],

Recently, we invited you to complete a (IF RETURNING: 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). We hope you saw that invitation! We really want to hear from you and this is a great opportunity to share your experiences with Head Start. You can complete the survey over the phone or on the web. 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. The survey will take about (IF RETURNING: 28/ IF NEW: 40) minutes. **After you finish the survey, as a thank you, we will send you a \$30 gift card.**

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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 (IF RETURNING: spring) survey about you, your family, and your child for the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES). We hope you saw that invitation! We really want to hear from you and this is a great opportunity to share your experiences with Head Start. You can complete the survey over the phone or on the web. 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. **The survey will take about (IF RETURNING: 28/ IF NEW: 40) minutes. After you finish the survey, as a thank you, we will send you a \$30 gift card.**

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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.

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



Sincerely,

A handwritten signature in cursive script, appearing to read "Sara Skidmore".

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 agreeing to take 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 and now we look forward to hearing from you!

A few things about the study:

- AIAN FACES describes children and families participating in Head Start and their Region XI AIAN Head Start programs. AIAN FACES is an opportunity for your voice to be heard by Head Start. Head Start will use the information gained from AIAN FACES to understand the unique needs of staff and families two years after the COVID-19 pandemic began. We want to make sure your voice is heard.
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This spring we are asking **you to complete, the Teacher Child Report (TCR), for each child in your class who is participating in AIAN FACES.** The form asks about children's skills and approaches to learning and behaviors that you may have seen these children use. 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 asking you to complete a Teacher Survey.** 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 experiences, 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. It should take about (IF RETURNING: 39/ IF NEW: 41) minutes to complete.

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

We want you to know that:

- Taking part is completely voluntary. There are no risks or direct benefits from taking part in the 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.
- No one outside of the Mathematica study team will be able to connect you to the answers you provide to the survey questions and/or the responses you provide in the teacher-child report. That means other program staff, including your supervisor, will not know how you answered the questions.
- Some questions might ask you to answer questions in your own words. We may use statements or parts of statements you make in connection with the study; however, we will not identify you as the source of the statement; we also will not identify your program or community.
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Using the log-in ID and password ensures that your information will be protected. 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.

We have enclosed some tips to help you complete your teacher survey and TCRs online. When you visit the website, you should use the log-in ID and password below. These are secure and will not be shared with anyone except you.

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

[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 the teacher survey and then the TCRs for children in the first classroom. **Please complete this classroom first. You will only complete the teacher survey once.**
- Then you will log into the website using the second ID and password to complete **just the TCRs for the second classroom.**

**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]**

Mathematica staff will be happy to answer any questions you have 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 AIAN FACES website at <https://www.acf.hhs.gov/opre/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-ai-0>. You can also Google “OPRE AIAN FACES” or scan the QR code below. Thank you in advance for your help with this important study.



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FROM: Sara Skidmore
DATE:
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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: Your AIAN FACES teacher survey and TCRs are ready!

Dear [TEACHER]:

Thank you for agreeing to take 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 and now we look forward to hearing from you!

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

Mathematica staff will be happy to answer any questions you have 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/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-ai-0> or Google “OPRE AIAN FACES.” Thank you in advance for your help with this important study.

Sincerely,

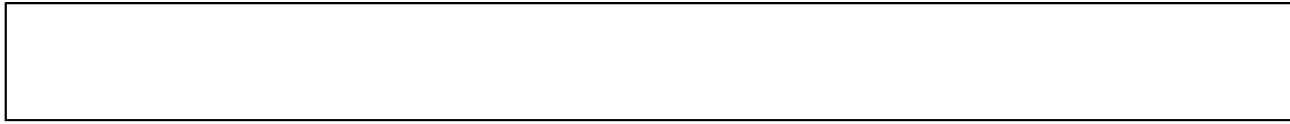


Sara Skidmore

AIAN FACES Survey Director

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

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TO: [TEACHER EMAIL ADDRESS]
FROM: AIAN FACES Study Team
SUBJECT: AIAN FACES Reminder: Head Start wants to hear from teachers!
(ADDITIONAL EMAIL SUBJECT: AIAN FACES Reminder: Your survey/TCRs are waiting for your response!; AIAN FACES Reminder: Time is running out to answer to your survey/TCRs!; AIAN FACES Final Reminder: Please complete your survey/TCRs)

Dear [TEACHER]:

You were recently invited to complete a **Teacher Child Report (TCR)** for each child in your class who is participating in American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES). We want to be sure to hear from YOU! Head Start values your voice and what you have to say! Each TCR should take only about 10 minutes to complete. You were also invited to complete a (IF RETURNING: 39/ IF NEW: 41)-minute **Teacher Survey**. [IF TEACHER SURVEY COMPLETE: Thank you for completing your teacher survey!] According to our records, as of today, you have [IF TEACHER SURVEY NOT COMPLETE: not completed the Teacher Survey and have] [XX] TCRs left to complete. Please remember to complete this survey, we really want to know your experiences as a teacher. [IF SOME TCRS COMPLETE: Thank you so much for completing the TCRs you've done so far.] [IF ANY TCRS OUTSTANDING: Completing the TCRs will help us understand the skills and behaviors of the children in your class].

As a reminder:

- AIAN FACES describes children and families participating in Head Start and Region XI AIAN Head Start programs. AIAN FACES is an opportunity for your voice to be heard by Head Start. Head Start will use the information gained from AIAN FACES to understand the unique needs of Head Start staff and families two years after the COVID-19 pandemic began. We want to make sure your voice is heard.
- It 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 doing the study.

**We encourage you to complete the survey and/or TCR(s) online at:
[UNIQUE SURVEY LINK]**

As a thank you, when you have completed all of your TCRs, we will send you a \$10 gift card for each TCR you complete and return.

If you have questions about AIAN FACES or you prefer to complete the TCRs and survey on paper, 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 <https://www.acf.hhs.gov/opre/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-ai-0> 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 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 agreeing to take part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES)! We are excited to hear from you about your and your program's experiences. We want to be sure to hear from YOU! Head Start values your voice and what you have to say!

As you know:

- AIAN FACES describes children and families participating in Head Start and their Region XI AIAN Head Start programs. AIAN FACES is an opportunity for your voice to be heard by Head Start, which uses findings from the study to inform their plans for technical assistance. Head Start will use the information gained from AIAN FACES to understand the unique needs of Head Start staff and families two years after the COVID-19 pandemic began. We want to make sure your voice is heard.
- It 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 doing 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 37 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, emergency preparedness, staff compensation and benefits, 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 is completely voluntary. There are no risks or direct benefits from taking part in the 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.

LETTER TO: PROGRAM DIRECTOR

FROM: Sara Skidmore

DATE:

PAGE: 2

- No one outside of the Mathematica study team will be able to connect you to the answers you provide to the survey questions. That means other program staff, including your supervisor, will not know how you answered the questions. .
- Some questions might ask you to answer questions in your own words. We may use statements or parts of statements you make in connection with the study; however, we will not identify you as the source of the statement; we also will not identify your program or community.
- We will never identify you or any individual parent, child, or other staff member, in any report; reports will contain only general study results.
- All information collected as part of FACES will be kept private to the extent permitted by law unless we learn that a child has been hurt or is in danger or you tell us that you plan to seriously hurt yourself or someone else – then by law, we must make a report to the appropriate legal authorities.
- In the future, survey responses from the study (with nothing identifying individuals, programs, or communities) will be securely shared only with qualified individuals who are studying Head Start children, their families, and programs.
- We have a Certificate of Confidentiality from the National Institutes of Health. The Certificate helps us protect your privacy. This strictly limits when the study team can 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. The U.S. Department of Health and Human Services (DHHS) may ask for data for an audit or evaluation. If they do, we will need to provide it. However, only DHHS staff involved in the review will see it.

We have enclosed some tips to help you complete your survey online. When you visit the website, you should use the log-in ID and password below. These are secure and will not be shared with anyone except you. 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]**

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

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

study website at <https://www.acf.hhs.gov/opre/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-ai-0> . You can also Google “OPRE AIAN FACES” or scan the QR code below. Thank you in advance for your help with this important study.



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 Reminder Email

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TO: [PROGRAM DIRECTOR EMAIL ADDRESS]
FROM: AIAN FACES Study Team
SUBJECT: AIAN FACES ACTION ITEM: Your survey is waiting! (ADDITIONAL EMAIL SUBJECT: AIAN FACES ACTION ITEM: Your survey is waiting for your response!; AIAN FACES ACTION ITEM: Time is running out to answer to your survey!; AIAN FACES FINAL REMINDER: Please complete your survey!)

Dear [PROGRAM DIRECTOR]:

Recently you were invited to complete a **Program Director Survey** as part of the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES). We really want to encourage you to complete the survey on the web; we truly want to hear from you! It should take 37 minutes to complete.

As a reminder:

- AIAN FACES describes children and families participating in Head Start and their Region XI AIAN Head Start programs. AIAN FACES is an opportunity for your voice to be heard by Head Start, which uses findings from the study to inform their plans for technical assistance. Head Start will use the information gained from AIAN FACES to understand the unique needs of Head Start staff and families two years after the COVID-19 pandemic began. We want to make sure your voice is included.
- It 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 doing 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 <https://www.acf.hhs.gov/opre/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-ai-0> or Google "OPRE AIAN FACES."

Sincerely,

A handwritten signature in black ink that appears to read "Sara Skidmore".

Sara Skidmore
AIAN FACES Survey Director

TO: [PARENT EMAIL ADDRESS]
FROM: AIAN FACES STUDY TEAM
SUBJECT: AIAN FACES STUDY INVITATION

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AIAN FACES 2019 Spring Center Director 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

Dear [CENTER DIRECTOR]:

Thank you for agreeing to take part in the American Indian and Alaska Native Head Start Family and Child Experiences Survey (AIAN FACES). We are excited to hear from you about your and your center's experiences.. We want to be sure to hear from YOU! Head Start values your voice and what you have to say!

A few things you might know about the study:

- AIAN FACES describes children and families participating in Head Start and their Region XI AIAN Head Start programs. AIAN FACES is an opportunity for your voice to be heard by Head Start, which uses findings from the study to inform their plans for technical assistance. Head Start will use the information gained from AIAN FACES to understand the unique needs of staff and families two years after the COVID-19 pandemic began. We want to make sure your voice is heard.
- 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 doing 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 **Center Director Survey**. It should take about 31 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 more than one 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 [THE NEXT CENTER].

LETTER TO: CENTER DIRECTOR

FROM: Sara Skidmore

DATE:

PAGE: 2

We want you to know that:

- Taking part is completely voluntary. There are no risks or direct benefits from taking part in the 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.
- No one outside of the Mathematica study team will be able to connect you to the answers you provide to the survey questions. That means other program staff, including your supervisor, will not know how you answered the questions.
- Some questions might ask you to answer questions in your own words. We may use statements or parts of statements you make in connection with the study; however, we will not identify you as the source of the statement; we also will not identify your program or community.
- We will never identify you or any individual parent, child, or other staff member, in any report; reports will contain only general study result.
- All information collected as part of AIAN FACES will be kept private to the extent permitted by law unless we learn that a child has been hurt or is in danger or you tell us that you plan to seriously hurt yourself or someone else – then by law, we must make a report to the appropriate legal authorities.
- In the future, survey responses from the study (with nothing identifying individuals, programs, or communities) will be securely shared only with qualified individuals who are studying Head Start children, their families, and programs.
- We have a Certificate of Confidentiality from the National Institutes of Health. The Certificate helps us protect your privacy. This strictly limits when the study team can 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. The U.S. Department of Health and Human Services (DHHS) may ask for data for an audit or evaluation. If they do, we will need to provide it. However, only DHHS staff involved in the review will see it.

We have enclosed some tips to help you complete your survey online. 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. Using the log-in ID and password ensures that your information will be protected.

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

**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]**

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/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-ai-0>. You can also Google “OPRE AIAN FACES” or scan the QR code below. Thank you in advance for your help with this important study.



Sincerely,

A handwritten signature in blue ink that reads "Sara Skidmore".

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 ACTION ITEM: Your survey is ready! (ADDITIONAL EMAIL SUBJECT: AIAN FACES ACTION ITEM: Your survey is waiting for your response!; AIAN FACES ACTION ITEM: Time is running out to answer your survey!; AIAN FACES Final Reminder: Please complete your survey!)

Dear [CENTER DIRECTOR]:

Recently you were invited to complete a **Center Director Survey**. We encourage you to complete the survey on the web; we truly want to hear from you! It should take 31 minutes to complete.

As a reminder:

- AIAN FACES describes children and families participating in Head Start and their AIAN Head Start programs. AIAN FACES is an opportunity for your voice to be heard by Head Start which uses findings from the study to inform their plans for technical assistance. Head Start will use the information gained from AIAN FACES to understand the unique needs of Head Start staff and families two years after the COVID-19 pandemic began. We want to make sure your voice is heard.
- It 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 doing 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 <https://www.acf.hhs.gov/opre/project/american-indian-and-alaska-native-head-start-family-and-child-experiences-survey-ai-0> or Google “OPRE AIAN FACES.”

Sincerely,

Sara Skidmore
AIAN FACES Survey Director



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