

Appendix A

SRAENE Nationwide Study Notifications and Reminders

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Grantee Survey
Study Notifications and Reminders

EMAIL 1: Grantee Survey Advance Email

Subject: Grantee Survey for National Evaluation of the Sexual Risk Avoidance Education Program

Dear [GranteeContact_Name],

We are contacting you on behalf of the Family and Youth Services Bureau in the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. We want to let you know about the upcoming data collection that is part of the Sexual Risk Avoidance Education National Evaluation (SRAENE).

ACF has contracted with Mathematica to conduct a nationwide descriptive study of SRAE grant recipients, providers, and facilitators. The purpose of the study is to provide ACF with information about the design and implementation of sexual risk avoidance education (SRAE) programs, the effectiveness of program components, and the ways grant recipients can use data and evidence to improve SRAE programming. The information produced by the study will contribute to the body of knowledge on ACF programs, and the data will be used in an ACF report required by Congress.

Over the next few weeks, we will be reaching out to the SRAE Title V State grant recipients and asking them to complete a survey. You will receive an email from Mathematica with a link to your survey, which can be completed online. We recommend having the grant administrator or program director complete the survey.

The survey will take about 10 minutes. Your participation is vital because it will help ACF capture a comprehensive picture of the SRAE grant programs.

If you have any questions about the upcoming survey, contact us at xxx@mathematica-mpr.com or xxx-xxx-xxxx.

Thank you in advance for your time and cooperation.

Tiffany Waits

Survey Director

OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX

EMAIL 2: Grantee Survey Invitation Email

Subject: Invitation to Complete the Grantee Survey for National Evaluation of the Sexual Risk Avoidance Education Program

Dear [GranteeContact_Name],

On behalf of the Family and Youth Services Bureau in the Administration for Children and Families (ACF), we invite you to complete the Sexual Risk Avoidance Education (SRAE) Grantee Web Survey as part of the Sexual Risk Avoidance Education National Evaluation (SRAENE). The purpose of this study is to provide ACF with information about the design and implementation of SRAE programs, the effectiveness of program components, and the ways grant recipients can use data and evidence to improve SRAE programming.

All grant recipients are required to respond to the survey. Your input is critical because it will help ACF better understand SRAE program components, implementation, and monitoring.

We understand how valuable your time is. The survey will take about 10 minutes, and you can access it by clicking the link below:

Begin Survey

Please complete the survey by [INSERT DATE].

Your responses will only be used to understand your experiences with the delivery of SRAE curricular content, not to assess the performance of grant recipients.

Please contact us as soon as possible if you have any questions. You can reach us at xx@mathematica-mpr.com or xxx-xxx-xxxx.

Thank you in advance for participating in this important study.

Sincerely,

Tiffany Waits

Survey director

*OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX *

EMAIL 3: Grantee Survey: Reminder Email

Subject: REMINDER: Complete the Grantee Survey for National Evaluation of the Sexual Risk Avoidance Education Program

Dear [GranteeContact_Name],

This is a reminder to please complete your grantee survey for the Sexual Risk Avoidance Education National Evaluation. We ask that you do so by **[INSERT DATE]**.

This study is being conducted on behalf of the Family and Youth Services Bureau in the Administration for Children and Families (ACF). The purpose of this study is to provide ACF with information about the design and implementation of Sexual Risk Avoidance Education (SRAE) programs, the effectiveness of program components, and the ways grant recipients can use data and evidence to improve SRAE programming.

All grant recipients are required to respond to the survey. ACF values your input, which deepens understanding of SRAE program components, implementation, and monitoring.

You should have received an email from Mathematica recently with a link to your survey. Your responses will only be used to understand your experiences with delivering SRAE curricular content. They will not be used to assess the performance of individual grant recipients.

We know how valuable your time is. The survey will take about 10 minutes and is available by clicking the link below:

Begin Survey: [INSERT GRANTEE-SPECIFIC URL]

Please contact us if you have any questions or have trouble accessing the survey. You can reach us at xxx@mathematica-mpr.com or xxx-xxx-xxxx.

Thank you in advance for your time and for sharing your insights.

Sincerely,

Tiffany Waits

Survey director

* OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX *

EMAIL 4: Grantee Survey: Thank You Email

Subject: Thank You for Completing the Grantee Survey for the National Evaluation of the Sexual Risk Avoidance Education Program!

Dear [GranteeContact_Name],

Thank you for participating in the survey of SRAE grant recipients. Your responses will give valuable information to the Family and Youth Services Bureau in the Administration for Children and Families, and we appreciate you taking the time to complete the survey.

If you have any questions, you can reach us at xxx@mathematica-mpr.com or xxx-xxx-xxxx.

Sincerely,

Tiffany Waits

Survey director

*OMB Control #: #: XXXX-XXXX; Expiration Date XX/XX/XXXX *

Provider Survey
Study Notifications and Reminders

EMAIL 1: Provider Survey Advance Email

Subject: Provider Survey for the National Evaluation of the Sexual Risk Avoidance Education Program

Dear [ProviderContact_Name],

We are contacting you on behalf of the Family and Youth Services Bureau in the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. We want to let you know about the upcoming data collection that is part of the Sexual Risk Avoidance Education National Evaluation (SRAENE).

ACF has contracted with Mathematica to conduct a nationwide descriptive study of SRAE grant recipients, providers, and facilitators. The purpose of this study is to provide ACF with information about the design and implementation of Sexual Risk Avoidance Education (SRAE) programs, the effectiveness of program components, and the ways grant recipients can use data and evidence to improve SRAE programming. Information from providers will help ACF better understand providers' experiences with delivering sexual risk avoidance education (SRAE) program content, working with facilitators, and program modifications. The information produced by the study will contribute to the body of knowledge on ACF programs and the data will be used in an ACF report required by Congress.

Over the next few weeks, we will be reaching out to the SRAE grantees and their providers, asking them to complete a survey. All grant recipients are required to respond to the survey, and grant recipients are required to ensure that their providers also complete the survey. You will receive an email from Mathematica with a link to your survey, which can be completed online. We recommend having the program director complete the survey.

The survey will take about 45-minutes. Your participation is vital because it will help ACF capture a comprehensive picture of the SRAE grant programs; ACF expects that all providers will complete the survey.

If you have any questions about the upcoming survey, contact us at xxx@mathematica-mpr.com or xxx-xxx-xxxx.

Thank you in advance for your time and cooperation,

Sincerely,

Tiffany Waits

Survey director

OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX

EMAIL 2: Provider Survey Invitation Email

Subject: Invitation to Complete the Provider Survey for the National Evaluation of the Sexual Risk Avoidance Education Program

Dear [ProviderContact_Name],

On behalf of the Family and Youth Services Bureau (FYSB) within the Administration for Children and Families (ACF), we invite you to complete the SRAE Provider Web Survey as part of the Sexual Risk Avoidance Education National Evaluation (SRAENE). The purpose of this study is to provide ACF with information about the design and implementation of Sexual Risk Avoidance Education (SRAE) programs, the effectiveness of program components, and the ways grant recipients can use data and evidence to improve SRAE programming. Information from providers will help ACF better understand providers' experiences with delivering sexual risk avoidance education (SRAE) program content, working with facilitators, and program modifications.

All grant recipients are required to respond to the survey, and grant recipients are required to ensure that their providers also complete the survey. Your input is highly valuable to ACF and will help them better understand SRAE program components, implementation, and monitoring.

We understand how valuable your time is and have made the survey available on the web by clicking the link below:

Begin Survey: [INSERT PROVIDER-SPECIFIC URL]

Please complete the survey by [INSERT DATE]. The survey will take about 45 minutes and you do not have to finish it all in one session. You can save your work and come back later if that is more convenient for you.

Your responses will only be used to understand your experiences with the delivery of SRAE curricular content and not to assess provider performance.

Please contact us as soon as possible if you have any questions. You can reach us at xx@mathematica-mpr.com or xxx-xxx-xxxx.

Thank you in advance for participating in this important study.

Sincerely,

Tiffany Waits

Survey director

OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX

EMAIL 3: Provider Survey Reminder Email

Subject: REMINDER: Complete the Provider Survey for the National Evaluation of the Sexual Risk Avoidance Education Program

Dear [ProviderContact_Name],

This is a reminder to please complete your provider survey for the Sexual Risk Avoidance Education National Evaluation. We ask that you do so by **[INSERT DATE]**.

This study is being conducted on behalf of the Family and Youth Services Bureau within the Administration for Children and Families (ACF). The purpose of this study is to provide ACF with information about the design and implementation of Sexual Risk Avoidance Education (SRAE) programs, the effectiveness of program components, and the ways grant recipients can use data and evidence to improve SRAE programming. Information from providers will help ACF better understand providers' experiences with delivering sexual risk avoidance education (SRAE) program content, working with facilitators, and program modifications.

All grant recipients are required to respond to the survey, and grant recipients are required to ensure that their providers also complete the survey. Your input is highly valuable to ACF and will help them better understand SRAE program components, implementation, and monitoring.

You should have received an email from Mathematica recently with a link to your survey. Your responses will be used to learn about your experiences delivering SRAE curricular content, and not to assess provider performance.

We know how valuable your time is. The survey will take about 45 minutes and is available by clicking the link below:

Begin Survey: [INSERT PROVIDER-SPECIFIC URL]

Please contact us if you have any questions or have trouble accessing the survey. You can reach us at xx@mathematica-mpr.com or xxx-xxx-xxxx.

Thank you in advance for your time and for sharing your insights.

Sincerely,

Tiffany Waits

Survey director

OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX

EMAIL 4: Provider Survey Thank You Email

Subject: Thank You for Completing the Provider Survey for the National Evaluation of the Sexual Risk Avoidance Education Program!

Dear [ProviderContact_Name],

Thank you for participating in the SRAE Provider Survey. Your responses will give valuable information to the Family and Youth Services Bureau in the Administration for Children and Families, and we appreciate you taking the time to complete the survey.

If you have any questions, you can reach us at xxx@mathematica-mpr.com or xxx-xxx-xxxx.

Sincerely,

Tiffany Waits

Survey director

OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX

Facilitator Survey
Study Notifications and Reminders

EMAIL 1: Facilitator Survey Advance Email

Subject: Facilitator Survey for the National Evaluation of the Sexual Risk Avoidance Education Program

Dear [FacilitatorContact_Name],

We are contacting you on behalf of the Family and Youth Services Bureau in the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. We received your contact information from [provider name] at [organization] as someone who should participate in the upcoming data collection that is part of the Sexual Risk Avoidance Education National Evaluation (SRAENE).

ACF has contracted with Mathematica to conduct a nationwide descriptive study of SRAE grant recipients, providers, and facilitators. The purpose of this study is to provide ACF with information about the design and implementation of Sexual Risk Avoidance Education (SRAE) programs, the effectiveness of program components, and the ways grant recipients can use data and evidence to improve SRAE programming. Information from program facilitators will help ACF better understand implementation of SRAE-funded programs from the facilitator's perspective.

The study will contribute to the body of knowledge on ACF programs, and the data will be used in an ACF report required by Congress.

We will begin reaching out to SRAE facilitators to complete their surveys over the next few weeks. You will receive an email from Mathematica with a link to your survey. A \$10 electronic gift card will be included in the email to express our appreciation. Once you complete the survey, you will receive another electronic gift card for \$30.

The survey will take about 30 minutes, and you don't have to complete it all in one session. You can save your work and come back to it later if that is more convenient for you. Once your survey is complete, you will receive a \$30 electronic gift card as a thank you for your time. Your participation in this survey is essential to help ACF capture a comprehensive picture of the SRAE grant programs.

If you have any questions about the upcoming survey, contact us at xxx@mathematica-mpr.com or xxx-xxx-xxxx.

Thank you in advance for your time and cooperation,

Tiffany Waits

Survey director

OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX

EMAIL 2: Facilitator Survey Invitation Email

Subject: Invitation to Complete the Facilitator Survey for the National Evaluation of the Sexual Risk Avoidance Education Program

Dear [FacilitatorContact_Name],

On behalf of the Family and Youth Services Bureau in the Administration for Children and Families (ACF), we invite you to complete the SRAE Facilitator Web Survey, which is part of the Sexual Risk Avoidance Education National Evaluation (SRAENE).

Your input is valuable because it will provide ACF with information about the design and implementation of Sexual Risk Avoidance Education (SRAE) programs, the effectiveness of program components, and the ways grant recipients can use data and evidence to improve SRAE programming. Information from program facilitators will help ACF better understand implementation of SRAE-funded programs from the facilitator's perspective.

We understand how valuable your time is and have made the survey available online; just click the link below.

Begin Survey

Please complete the survey by [INSERT DATE]. The survey will take about 30 minutes, and you do not have to finish it all in one session. You can save your work and come back to it later if that is more convenient for you. Once your survey is complete, you will receive a \$30 electronic gift card as a thank you for your time.

Your responses will only be used to understand your experiences with the delivery of SRAE curricular content, and not to assess your performance.

We are including a \$10 electronic gift card to express our appreciation. Once you complete the survey, we will send an additional \$30 electronic gift card.

Redeem your e-gift card by clicking the link below and entering your gift card code.

<https://www.myprepaidcenter.com/redeem>

Please contact us if you have any questions or have trouble accessing the survey. You can reach us at xx@mathematica-mpr.com or xxx-xxx-xxxx.

Thank you in advance for participating in this important study.

Sincerely,

Tiffany Waits

Survey director

OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX

EMAIL 3: Facilitator Survey: Reminder Email

Subject: REMINDER: Complete the Facilitator Survey for the National Evaluation of the Sexual Risk Avoidance Education Program

Dear [FacilitatorContact_Name],

This is a reminder to please complete your SRAE Facilitator Survey for the Sexual Risk Avoidance Education National Evaluation at your earliest convenience. Please do so by **[INSERT DATE]**.

This study is being conducted on behalf of the Family and Youth Services Bureau in the Administration for Children and Families (ACF).

Your input is valuable because it will provide ACF with information about the design and implementation of Sexual Risk Avoidance Education (SRAE) programs, the effectiveness of program components, and the ways grant recipients can use data and evidence to improve SRAE programming. Information from program facilitators will help ACF better understand implementation of SRAE-funded programs from the facilitator's perspective.

You should have received an email from Mathematica recently with a link to your survey. Your responses will be used to learn about your experiences delivering SRAE curricular content, and not to assess your performance.

We understand how valuable your time is and have made the survey available online. You can access it by clicking the link below:

Begin Survey: [INSERT FACILITATOR SURVEY LINK]

The survey will take about 30 minutes, and you do not have to complete it in one session. You can save your work and return to the survey later if that is more convenient for you. We have emailed you a \$10 electronic gift card, and once your survey is complete, you will receive an additional \$30 electronic gift card to thank you for your time.

Please contact us if you have any questions or have trouble accessing the survey. You can reach us at xx@mathematica-mpr.com or xxx-xxx-xxxx.

Thank you in advance for your time and for sharing your valuable insights.

Sincerely,

Tiffany Waits

Project director

OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX

EMAIL 4: Facilitator Survey: Thank You Email

Subject: Thank You for Completing the SRAE Facilitator Survey!

Dear [FacilitatorContact_Name],

Thank you for participating in the SRAE Facilitator Survey. The information you shared is a valuable contribution to the study. To express our appreciation for your time, we are including a code for a \$30.00 e-gift card.

Redeem your e-gift card by clicking the link below and entering your gift card code.

<https://www.myprepaidcenter.com/redeem>

Your code:

If you have any questions, or any problems redeeming your e-gift card, you can reach us at xxx@mathematica-mpr.com or xxx-xxx-xxxx.

Sincerely,

Tiffany Waits

Survey director

OMB Control #: XXXX-XXXX; Expiration Date XX/XX/XXXX