

## **Appendix A:**

### **Outreach to State Child Welfare Directors**

## Outreach for Instrument 1

Email from ACF to introduce the study to state child welfare directors and alert them of the coming survey link for them or their designees

From: <<Regional Program Manager at the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), Children's Bureau>>

Subject: State Child Welfare Data Linkages Descriptive Study

To: <<Child welfare director>>

Cc: <<Mathematica contact>>

Dear <<Child welfare director>>,

I write to ask for your help with a study examining the extent to which child welfare agencies in the 50 states, Puerto Rico, and Washington, DC, link administrative data on child maltreatment to data in other systems and to learn more about states' practices related to sharing and linking data. This is an exciting opportunity for the field to have current, systematic information about the work being done with administrative data in child welfare.

The ACF Office of Planning, Research, and Evaluation (OPRE), in partnership with the Children's Bureau, has been working with Mathematica to plan the *State Child Welfare Data Linkages Descriptive Study*. The study will gather systematic information on the extent to which states connect their child maltreatment data to other data sets; how linked or integrated data sets are created, managed, and used; challenges states face in linking data; and promising practices.

The study will include 3 data collection efforts:

1. A web survey of State Child Welfare Directors (or their designee)
2. A more in-depth web survey of selected state agency staff knowledgeable about linked data, for staff whose contact information you or your designee provided in the high-level web survey; and
3. Semi-structured interviews (virtually or by phone) with additional state agency staff to further learn about efforts to develop linked data, the outcome of those attempts, methodologies used to link data, the policies and resources that support or hinder linked data efforts, and future plans.

Each subsequent data collection will use information collected in earlier data collection efforts to help tailor what is asked and reduce burden. In the next <<week>>, you will receive an email from Mathematica with instructions for completing the first survey and contact information for Mathematica's project leader should you have any questions.

Thank you in advance for contributing to this study.

I hope that you or your designee will participate. If you have questions about the survey, please contact Mathematica's project director, Cay Bradley at [cbradley@mathematica-mpr.com](mailto:cbradley@mathematica-mpr.com) or (202) 250-3585.

Sincerely,

<<Regional Program Manager>>

## Email reminder from ACF to participate

From: <<Regional Program Manager at the U.S. Department of Health and Human Services, ACF, CB>>

Subject: State Child Welfare Data Linkages Descriptive Study

To: <<Child welfare director>>

Cc: <<Mathematica contact>>

Dear <<Child welfare director>>,

I write to remind you about the State Child Welfare Data Linkages Descriptive Study, and to encourage your state's participation. The Office of Planning, Research, & Evaluation (OPRE) in partnership with the Children's Bureau (CB) in the U.S. Department of Health and Human Services, Administration for Children and Families, is sponsoring the study. The study will gather systematic information on the extent to which states link their child maltreatment data to other data sets; how linked or integrated data sets are created, managed, and used; challenges states face in linking data; and promising practices. The information collected from you and your colleagues will provide a current picture of the use of administrative data in child welfare agencies to understand child maltreatment to the field, Children's Bureau, and other federal agencies.

If you have questions about the survey, please contact Mathematica's project director, Cay Bradley at [cbradley@mathematica-mpr.com](mailto:cbradley@mathematica-mpr.com) or (202) 250-3585.

Thank you in advance for contributing to this study.

Sincerely,

<<Regional Program Manager>>

## Email from Mathematica with web survey for state child welfare directors

From: <<Mathematica email address for the State Child Welfare Data Linkages Descriptive Study>>

Subject: Survey about states' linked child welfare data

To: <<Child welfare director>>

Dear <<Child welfare director>>,

Last week, you received an email from the Administration for Children and Families (ACF) about the State Child Welfare Data Linkages Descriptive Study. The Office of Planning, Research & Evaluation (OPRE) in partnership with the Children's Bureau (CB) is sponsoring this study to learn more about state-level child maltreatment data, linkages amongst child maltreatment data and other data sources, and associated facilitators and barriers to linking data. Mathematica, an independent research company, is conducting the study on behalf of OPRE and CB.

For the study to represent your state accurately, we would like to request that you or your designee(s) complete a web survey by <<survey closing date>>. This survey is being sent to all states, the District of Columbia, and Puerto Rico. You may forward this survey to a designee(s) familiar with your state system of record for child maltreatment reporting, such as your SACWIS/CCWIS manager and his/her team. This survey is expected to take 40 minutes to complete. Near the end of the survey, we request contact information for people who are knowledgeable about specific integrated data and linked data sets in your state. Up to four of these people may be contacted for a second 35-minute survey.

To complete the web survey:

- Log on to <<web survey link>> and enter the following case-sensitive login information. The website is available 24 hours a day, seven days per week, by computer or mobile device.
  - Username: «Username»
  - Password: «Password»

Please forward this email to any designees who can provide some or all of the information the survey asks for. You and your designees can all use the same username and password to answer questions in the survey.

If you have any questions or concerns you would like to discuss, please call <<800 number>> or reply to this email.

Thank you in advance for your participation.

Best,

State Child Welfare Data Linkages Descriptive Study Team

## Email reminder from Mathematica of web survey for state child welfare directors

From: <<Mathematica email address for the State Child Welfare Data Linkages Descriptive Study>>

Subject: Reminder—Survey about states' linked child welfare data

To: <<Child welfare director>>

Dear <<Child welfare director>>,

We hope you will consider participating in the State Child Welfare Data Linkages Descriptive Study. As a reminder, the Office of Planning, Research & Evaluation (OPRE) in partnership with the Children's Bureau (CB) in the U.S. Department of Health and Human Services, Administration for Children and Families, is sponsoring the study to learn more about state-level child maltreatment data, linkages amongst child maltreatment data and other data sources, and associated facilitators and barriers to linking data.

For the study to represent your state accurately, we request you or your designee(s) to complete a web survey by <<survey closing date>>. You may forward this survey to a designee(s) familiar with your state system of record for child maltreatment reporting, such as your SACWIS/CCWIS manager and his/her team. This survey is expected to take 40 minutes to complete.

To complete the web survey:

- Log on to <<web survey link>> and enter the following case-sensitive login information. The website is available 24 hours a day, seven days per week, by computer or mobile device.
  - Username: «Username»
  - Password: «Password»

Please forward this email to any designees who can provide some or all of the information that the survey asks for. You and your designees can all use the same username and password to answer questions in the survey.

If you have any questions or concerns you would like to discuss, please call <<Mathematica 800 phone number>> or reply to this email.

Thank you in advance for your participation.

Best,

State Child Welfare Data Linkages Descriptive Study Team

## Follow-up on email reminder from Mathematica of web survey for state child welfare directors

From: <<Mathematica email address for the State Child Welfare Data Linkages Descriptive Study>>

Subject: Reminder—Survey about states' linked child welfare data

To: <<Child welfare director>>

Dear <<Child welfare director>>,

<<XX days ago>>, we emailed you about participating in the State Child Welfare Data Linkages Descriptive Study. **We will be closing this survey in <<X>> days.** We noticed that you have not been able to complete your survey. Is there someone in your office that you would like to designate to complete this survey?

If so, please send their name, email and phone number and we can reach out to them about completing this survey **by <<survey closing date>>**. You may also forward this email to the appropriate person.

This survey is expected to take 40 minutes to complete. **Click here to complete the web survey:**<<LINK>>

As a reminder, the Office of Planning, Research & Evaluation (OPRE) in partnership with the Children's Bureau (CB) in the U.S. Department of Health and Human Services, Administration for Children and Families, is sponsoring the study to learn more about state-level child maltreatment data, linkages amongst child maltreatment data and other data sources, and associated facilitators and barriers to linking data.

If you have any questions or concerns you would like to discuss, please call <<Mathematica 800 phone number>> or reply to this email.

Thank you in advance for your participation.

Best,

State Child Welfare Data Linkages Descriptive Study Team

Follow-up on email reminder from Mathematica of web survey for state child welfare directors

From: SCW Data Linkages Descriptive Study

Subject: Survey about states' linked child welfare data – REMINDER TO COMPLETE

To: [Email]

Dear [Director\_FN] [Director\_LN],

We are following up on an email we sent you last week about participating in the State Child Welfare Data Linkages Descriptive Study. This is survey that is being sponsored by the Office of Planning, Research & Evaluation (OPRE) in partnership with the Children's Bureau (CB) in the U.S. Department of Health and Human Services, Administration for Children and Families.

As a reminder, the deadline for completing the survey is **[DATE]**. This means we will be **closing the survey in [NUMBER] days**.

This survey is expected to take 40 minutes to complete. **Click here to complete the web survey:**<<LINK>>

If you would like to designate some else to complete the survey, then you can provide their information by replying to this email or you can forward them this email.

This is your state's opportunity to provide information about state-level child maltreatment data, linkages amongst child maltreatment data and other data sources, and associated facilitators and barriers to linking data.

If you have any questions or concerns you would like to discuss, please call 833-938-0797 or reply to this email.

Thank you in advance for your participation.

Best,

State Child Welfare Data Linkages Descriptive Study Team

## Email reminder from ACF of web survey for state child welfare directors

From: <<Regional Program Manager at the U.S. Department of Health and Human Services, ACF, CB>>

Subject: State Child Welfare Data Linkages Descriptive Study

To: <<Child welfare directors>>

Cc: <<Mathematica contact>>

Dear Child welfare directors,

I am writing to remind you about the State Child Welfare Data Linkages Descriptive Study, and to encourage your state's participation. On September X, 2022, you received a survey link, and this is a reminder that you should complete this by September X, 2022. As a reminder, the Office of Planning, Research, & Evaluation (OPRE) in partnership with the Children's Bureau (CB) in the U.S. Department of Health and Human Services, Administration for Children and Families, is sponsoring the study. The study will gather systematic information on the extent to which states link their child maltreatment data to other data sets; how linked or integrated data sets are created, managed, and used; challenges states face in linking data; and promising practices. The information collected from you and your colleagues will provide a current picture of the use of administrative data in child welfare agencies to understand child maltreatment to the field, Children's Bureau, and other federal agencies.

If you have not received your survey link yet, then it is possible that the email from the SCW Data Linkages Descriptive Study team was sent to your spam or junk folder. Please reach out to Cay Bradley if you need to be sent the link to the survey.

If you have questions about the survey, please contact Mathematica's project director, Cay Bradley at [cbradley@mathematica-mpr.com](mailto:cbradley@mathematica-mpr.com) or (202) 250-3585.

Thank you in advance for contributing to this study.

Sincerely,

<<Regional Program Manager>



Final email reminder from Mathematica of web survey for state child welfare directors

From: SCW Data Linkages Descriptive Study

CC: SCW Data Linkages Descriptive Study

Subject: Survey about states' linked child welfare data – LAST CALL TO COMPLETE

To: [Email]

Dear [Director\_FN] [Director\_LN],

Earlier this month, we emailed you about participating in the State Child Welfare Data Linkages Descriptive Study. The deadline for completing this survey is **[DATE]**. This means **we will be closing this survey in [NUMBER] days**.

This survey is expected to take 40 minutes to complete. **Click here to complete the web survey:**<<LINK>>

As a reminder, the Office of Planning, Research & Evaluation (OPRE) in partnership with the Children's Bureau (CB) in the U.S. Department of Health and Human Services, Administration for Children and Families, is sponsoring this important study. This is the last opportunity to have your state's voice represented in helping us learn more about state-level child maltreatment data, linkages amongst child maltreatment data and other data sources, and associated facilitators and barriers to linking data.

If you have any questions or concerns you would like to discuss, please call 833-938-0797 or reply to this email.

Thank you in advance for your participation.

Best,

State Child Welfare Data Linkages Descriptive Study Team

## Script for call reminder from Mathematica of web survey for state child welfare directors

Hello, my name is \_\_\_\_\_. I'm calling from Mathematica, on behalf of the Office of Planning, Research & Evaluation in the U.S. Department of Health and Human Services, to follow up on an email sent to [State/territory director name] about the State Child Welfare Descriptive study. Both your Children's Bureau Regional Program Manager and Mathematica have sent emails regarding the survey, and we are hoping that you would complete it by [CLOSING DATE]. The survey is expected to take 40 minutes to complete.

If you have not received our emails, I can resend to a correct address.

COLLECT UPDATED EMAIL ADDRESS/CONFIRM EMAIL ADDRESS. CONTINUE NEXT PARAGRAPH.

IF MORE DETAIL IS REQUESTED: The study is sponsored by the Office of Planning, Research & Evaluation in partnership with the Children's Bureau in the U.S. Department of Health and Human Services, Administration for Children and Families. The study will learn more about state-level child maltreatment data, linkages amongst child maltreatment data and other data sources, and associated facilitators and barriers to linking data.

It's been nice speaking with you and thank you so much for your help with this survey. The link to the survey is included in the emails we've sent you. I'll resend the link to you now. It's been a pleasure speaking with you and thank you again!