

Appendix B:

Outreach to Respondents for the Connected Data Survey

Outreach for Instrument 2

Email from Mathematica with web survey for targeted respondents

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

Subject: Survey about states' linked child welfare data

To: <<Targeted respondent>>

Dear <<Targeted respondent>>,

<<XX weeks/months ago>>, your child welfare director or designee completed a web survey for 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) in ACF 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 request you complete a web survey by <<survey closing date>>. This survey is being sent to people whom child welfare directors identified as knowledgeable about specific integrated or linked data sets in your state. You may need to contact other people for information to complete the survey. This survey is expected to take 35 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»

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

Draft email reminder of web survey from Mathematica for targeted respondents

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

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

To: <<Targeted respondent>>

Dear << Targeted respondent >>,

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 complete a web survey by <<survey closing date>>. This survey is expected to take 35 minutes to complete. You may need to contact other people for information to complete the 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»

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 targeted respondents

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

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

To: <<Targeted respondent>>

Dear <<Targeted respondent>>,

<<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 else 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 very important survey **by <<survey closing date>>**. You may also forward this email to the appropriate person.

This survey is expected to take 35 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

Script for call reminder from Mathematica of web survey for targeted respondents

Hello, my name is _____. I'm calling from Mathematica, on behalf of the Office of Planning, Research & Evaluation (OPRE), to follow up on an email sent to [targeted respondent name] about the State Child Welfare Data Linkages Descriptive Study. Mathematica has sent emails regarding the survey, and we are hoping that you would complete it by [CLOSING DATE]. The survey is expected to take 35 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 also resend the link to you now. It's been a pleasure speaking with you and thank you again!