

**CIP Administrator Follow-Up Telephone Interview: Non-Responder Telephone Script**

Hello [insert non-responder name], this is [insert your name] with [insert affiliation]. I'm following up to make sure you have the opportunity to participate in a focus group about your experiences working in child welfare courts. Your participation in the focus group will help us understand your experiences and how to improve practice.

Did you receive an email request for an interview?

DIDN'T RECEIVE EMAIL: I'm sorry to hear that. Can we schedule a time for you to participate? It should take about an hour of your time.

IF YES: Great! Let's schedule a time. What days and times in the next 2 weeks work best for you? [get dates and times including time zone] Thank you; we'll send you an email confirming the date and time for the focus group. Have a great rest of your day, Good-bye.

IF NO: I'm sorry to hear that but I understand. We know that you are very busy.

RECEIVED EMAIL BUT DOESN'T HAVE TIME TO BE INTERVIEWED/DOESN'T WANT TO BE INTERVIEWED: I understand. We know that you are very busy, have a great rest of your day!

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