

APPENDIX B  
INTERVIEW EMAILS

**Confirmation Email for EA Interview Nominated Program Executive Director**  
**Activity 3: NOMINATED PROGRAM EXECUTIVE DIRECTOR INTERVIEW<sup>1</sup>**

Dear [EXECUTIVE DIRECTOR NAME]:

Thank you [again] for agreeing to participate in an interview for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study!

As you know, our team will be conducting an evaluability assessment of [NOMINATED PROGRAM] onsite at [SITE ADDRESS] on [DATE]. **Your scheduled interview is highlighted below.**

Activity	Date	Time
Interview: Executive Director		

**Attached please find the consent form**, which describes the evaluability assessment and your role in it, the voluntary nature of your participation, that you may skip or refuse to answer any question without consequence, benefits and risks to participating, and how the information you share will be protected. It also provides information for key points of contact should you have questions about the study or your rights as a participant. **Please review the consent form in its entirety before we meet.** You do not need to send the consent form back to us; we will answer any questions you may have and request your signed consent to participate and be audio-recorded before we begin the discussion. Please feel free to reach out to us if you have questions between now and then.

Please don't hesitate to reach out with any questions. We look forward to seeing you!

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<sup>1</sup> These assume in-person, on-site data collection. We have included with the larger submission a general email confirmation for virtual data collection.

**Reminder Email for EA Interview Nominated Program Executive Director**  
**Activity 3: NOMINATED PROGRAM EXECUTIVE DIRECTORS INTERVIEW<sup>2</sup>**

Dear [EXECUTIVE DIRECTOR NAME]:

This is a reminder of your upcoming interview for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study. Thank you again for agreeing to participate!

As you know, our team will be conducting an evaluability assessment of [NOMINATED PROGRAM] onsite at [SITE ADDRESS] on [DATE]. **Your scheduled interview is highlighted below.**

Activity	Date	Time
Interview: Executive Director		

**Attached please find the consent form**, which describes the evaluability assessment and your role in it, the voluntary nature of your participation, that you may skip or refuse to answer any question without consequence, benefits and risks to participating, and how the information you share will be protected. It also provides information for key points of contact should you have questions about the study or your rights as a participant. **Please review the consent form in its entirety before we meet.** You do not need to send the consent form back to us; we will answer any questions you may have and request your signed consent to participate and be audio-recorded before we begin the discussion. Please feel free to reach out to us if you have questions between now and then.

Please don't hesitate to reach out with any questions. We look forward to seeing you!

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<sup>2</sup> These assume in-person, on-site data collection. We have included with the larger submission a general email confirmation for virtual data collection.

**Email Confirmation for EA Interview Partner Agency Executive Directors**  
**Activity 3: PARTNER AGENCY EXECUTIVE DIRECTORS INTERVIEW**<sup>3</sup>

Dear [EXECUTIVE DIRECTOR NAME]:

Thank you [again] for agreeing to participate in an interview for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study!

As you know, our team will be conducting an evaluability assessment of [NOMINATED PROGRAM] onsite at [SITE ADDRESS] on [DATE]. **Your scheduled interview is highlighted below.**

Activity	Date	Time
Interview: Partner Agency Director		

**Attached please find the consent form**, which describes the evaluability assessment and your role in it, the voluntary nature of your participation, that you may skip or refuse to answer any question without consequence, benefits and risks to participating, and how the information you share will be protected. It also provides information for key points of contact should you have questions about the study or your rights as a participant. **Please review the consent form in its entirety before we meet.** You do not need to send the consent form back to us; we will answer any questions you may have and request your signed consent to participate and be audio-recorded before we begin the discussion. Please feel free to reach out to us if you have questions between now and then.

Please don't hesitate to reach out with any questions. We look forward to seeing you!

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<sup>3</sup> These assume in-person, on-site data collection. We have included with the larger submission a general email confirmation for virtual data collection.

**Reminder Email EA Interview Partner Agency Executive Directors**  
**Activity 3: PARTNER AGENCY DIRECTORS INTERVIEW <sup>4</sup>**

Dear [EXECUTIVE DIRECTOR NAME]:

This is a reminder of your upcoming interview for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study. Thank you again for agreeing to participate!

As you know, our team will be conducting an evaluability assessment of [NOMINATED PROGRAM] onsite at [SITE ADDRESS] on [DATE]. **Your scheduled interview is highlighted below.**

Activity	Date	Time
Interview: Partner Agency Director		

**Attached please find the consent form**, which describes the evaluability assessment and your role in it, the voluntary nature of your participation, that you may skip or refuse to answer any question without consequence, benefits and risks to participating, and how the information you share will be protected. It also provides information for key points of contact should you have questions about the study or your rights as a participant. **Please review the consent form in its entirety before we meet.** You do not need to send the consent form back to us; we will answer any questions you may have and request your signed consent to participate and be audio-recorded before we begin the discussion. Please feel free to reach out to us if you have questions between now and then.

Please don't hesitate to reach out with any questions. We look forward to seeing you!

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<sup>4</sup> These assume in-person, on-site data collection. We have included with the larger submission a general email confirmation for virtual data collection.

**Confirmation Email for Virtual Interview<sup>5</sup>**  
**Activity 3: VIRTUAL FOCUS GROUP OR INTERVIEW**

Dear [EXECUTIVE DIRECTOR OR FOCUS GROUP PARTICIPANT NAME]:

Thank you for agreeing to participate in an interview [focus group] for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) evaluability assessment (EA) of [your partner agency] [NOMINATED PROGRAM]. The Administration for Children & Families (ACF), Office of Planning, Research and Evaluation is working with Westat and its partners (the Chafee SOTA Team) to identify programs serving young people (14-26 years) transitioning from foster care that demonstrate readiness to participate in future evaluation activities and build the evidence base.

As you know, our team will be conducting an evaluability assessment of [NOMINATED PROGRAM] on [DATE]. **Your scheduled interview [focus group] is highlighted below.**

Activity	Date	Time
Interview [focus group]:		

We have attached the consent form to this email. The consent form includes information about your rights as a participant, how your information will be used and protected, that you may skip or refuse to answer any question without consequence, and who to contact for further questions. **It is important that you review the consent form carefully before the interview [focus group]**. You do not need to send the consent form back to us. We will briefly go over the consent before the interview [focus group] begins and answer any questions you may have. Because the interview [focus group] is being conducted virtually, we will not collect a signed consent form. We will obtain your verbal consent before we begin the discussion.]

The [Microsoft Teams/Zoom] link to join the interview [focus group] is here: <https://jelwir-q4ei4j.us/jxxxxxxxxxxxx>

**Meeting ID:** xxxxxxxxx

**Passcode:** 8xxxxxxx

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

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<sup>5</sup> This is a general email confirmation for virtual data collection. It will be adapted for each data collection activity and respondent if virtual data collection is warranted.

+1 646 558 8656 US (New York)

PLEASE NOTE: **This link is unique and should not be shared.**

It is best if you are able to join using the link above and use your computer's audio and video features. However, if you are unable to join using your computer, you can call in from a telephone using one of the numbers provided above.

If you have any logistical issues joining the interview, please contact XXXXXXXXX at [xxxxxxx@westat.com](mailto:xxxxxxx@westat.com).

We appreciate you being generous with your time and look forward to talking with you soon!

**Reminder Email for Virtual Interview<sup>6</sup>**  
**Activity 3: VIRTUAL FOCUS GROUP OR INTERVIEW**

Dear [EXECUTIVE DIRECTOR NAME]:

This is a reminder of the upcoming interview for the Chafee *Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) evaluability assessment (EA) of [your partner agency] [NOMINATED PROGRAM]. Thank you again for agreeing to participate! The Administration for Children & Families (ACF), Office of Planning, Research and Evaluation is working with Westat and its partners (the Chafee SOTA Team) to identify programs serving young people (14-26 years) transitioning from foster care that demonstrate readiness to participate in future evaluation activities and build the evidence base.

As you know, our team will be conducting an evaluability assessment of [NOMINATED PROGRAM] on [DATE]. **Your scheduled interview is highlighted below.**

Activity	Date	Time
Interview:		

We have attached the consent form to this email. The consent form includes information about your rights as a participant, how your information will be used and protected, that you may skip or refuse to answer any question without consequence, and who to contact for further questions. **It is important that you review the consent form carefully before the interview.** You do not need to send the consent form back to us. We will briefly go over the consent before the interview begins and answer any questions you may have. Because the interview is being conducted virtually, we will not collect a signed consent form. We will obtain your verbal consent before we begin the discussion.

**The [Microsoft Teams/Zoom] link to join the interview is here:**

<https://erincpwi4twp5t.us/jxxxxxxxxxxxx>

**Meeting ID:** xxxxxxxxx

**Passcode:** 8xxxxxxx

Dial by your location

+1 301 715 8592 US (Germantown)

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<sup>6</sup> This is a general email confirmation for virtual data collection. It will be adapted for each data collection activity and respondent if virtual data collection is warranted.



+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

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It is best if you are able to join using the link above and use your computer's audio and video features. However, if you are unable to join using your computer, you can call in from a telephone using one of the numbers provided above.

If you have any logistical issues joining the interview, please contact XXXXXXXXX at [xxxxxxx@westat.com](mailto:xxxxxxx@westat.com).

We appreciate you being generous with your time and look forward to talking with you soon!