

APPENDIX C
FOCUS GROUP EMAILS

Confirmation Email for EA Focus Group Nominated Program Staff
Activity 3: FOCUS GROUP WITH NOMINATED PROGRAM STAFF¹

Dear [PROGRAM STAFF],

Thank you [again] for agreeing to participate in a focus group for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study! 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] onsite at [SITE ADDRESS] on [DATE]. **Your scheduled focus group is highlighted below.**

Activity	Date	Time
Focus Group: Program Staff		

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 focus group. 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!

¹ 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 Focus Group Nominated Program Staff
Activity 3: FOCUS GROUP WITH NOMINATED PROGRAM STAFF²

Dear [PROGRAM STAFF],

This is a reminder of the upcoming focus group for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study. 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] onsite at [SITE ADDRESS] on [DATE]. **Your scheduled focus group is highlighted below.**

Activity	Date	Time
Focus Group: Program Staff		

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 focus group. 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!

² 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 EA Focus Group Partner Agency Staff
Activity 3: FOCUS GROUP WITH PARTNER AGENCY STAFF³

Dear [PARTNER AGENCY STAFF],

Thank you [again] for agreeing to participate in a focus group for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study! 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] onsite at [SITE ADDRESS] on [DATE]. **Your scheduled focus group is highlighted below.**

Activity	Date	Time
Focus Group: Partner Agency Staff		

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 focus group. 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!

³ 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 Focus Group Partner Agency Staff
Activity 3: FOCUS GROUP WITH PARTNER AGENCY STAFF⁴

Dear [PARTNER AGENCY STAFF],

This is a reminder of the upcoming focus group for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study. Thank you 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] onsite at [SITE ADDRESS] on [DATE]. **Your scheduled focus group is highlighted below.**

Activity	Date	Time
Focus Group: Partner Agency Staff		

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 focus group. 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!

Confirmation Email for EA Focus Group Youth and Young Adult Participants
Activity 3: FOCUS GROUP WITH YOUTH/YOUNG ADULT PARTICIPANTS⁵

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

Dear [YOUNG ADULT],

Thank you [again] for agreeing to participate in a focus group for the *Chafee Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study! 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] onsite at [SITE ADDRESS] on [DATE]. As a token of appreciation, you will receive \$50 cash for your participation in this focus group. **Your scheduled focus group is highlighted below.**

Activity	Date	Time
Focus Group: YOUNG ADULTS		

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. In addition, if it makes you feel more comfortable, you may use your initials or a pseudonym (a fake name) during the group instead of providing your name. 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 focus group. 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!

⁵ 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 Focus Group Youth and Young Adult Participants
Activity 3: FOCUS GROUP WITH YOUTH/YOUNG ADULT PARTICIPANTS⁶

Dear [YOUNG ADULT],

This is a reminder of the upcoming focus group for the Chafee *Strengthening Outcomes for Transition to Adulthood* (Chafee SOTA) study. 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] onsite at [SITE ADDRESS] on [DATE]. As a token of appreciation, you will receive \$50 cash for your participation in this focus group. **Your scheduled focus group is highlighted below.**

Activity	Date	Time
Focus Group: YOUNG ADULTS		

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. In addition, if it makes you feel more comfortable, you may use your initials or a pseudonym (a fake name) during the group instead of providing your name. 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 focus group. 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!

⁶ 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 Focus Group⁷
Activity 3: VIRTUAL FOCUS GROUP OR INTERVIEW

Thank you for agreeing to participate in a 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]. [YOUTH PARTICIPANTS: As a token of appreciation, you will receive a \$50 gift card for your participation in this focus group.] **Your scheduled focus group is highlighted below.**

Activity	Date	Time
Focus Group: YOUNG ADULTS		

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. [YOUTH PARTICIPANTS: In addition, if it makes you feel more comfortable, you may use your initials or a pseudonym (a fake name) during the group instead of providing your name.] **It is important that you review the consent form carefully before the focus group.** You do not need to send the consent form back to us. We will briefly go over the consent before the focus group begins and answer any questions you may have. Because the focus group is being conducted virtually, we will not collect signed consent forms. Your showing up to the group will serve as your consent to participate.

The [Microsoft Teams/Zoom] link to join the focus group is here: <https://eirffi4.us/jxxxxxxxxxxx>

Meeting ID: xxxxxxxxx

Passcode: 8xxxxxxx

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

⁷ 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 to the particular focus group 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 focus group, please contact XXXXXXXXX at xxxxxxx@westat.com.

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

Reminder Email for Virtual Focus Group⁸
Activity 3: VIRTUAL FOCUS GROUP OR INTERVIEW

This is a reminder of the upcoming focus group 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]. [YOUTH PARTICIPANTS: As a token of appreciation, you will receive a \$50 gift card for your participation in this focus group.] **Your scheduled focus group is highlighted below.**

Activity	Date	Time
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. [YOUTH PARTICIPANTS: In addition, if it makes you feel more comfortable, you may use your initials or a pseudonym (a fake name) during the group instead of providing your name.] **It is important that you review the consent form carefully before the focus group.** You do not need to send the consent form back to us. We will briefly go over the consent before the focus group begins and answer any questions you may have. Because the focus group is being conducted virtually, we will not collect signed consent forms. Your showing up to the group will serve as your consent to participate.

The [Microsoft Teams/ Zoom] link to join the focus group is here: <https://zoom.us/jxxxxxxxxxxx>

Meeting ID: xxxxxxxxx

Passcode: 8xxxxxxx

Dial by your location

⁸ 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.

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

PLEASE NOTE: **This link is unique to the particular focus group 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 focus group, please contact XXXXXXXXX at xxxxxxx@westat.com.

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