

Appendix B – Example Recruitment Materials

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Draft Emails to Study Participants from Colorado Leadership

- Appendix B1-A. Draft Colorado leadership announcement to center directors and teachers in intervention and control centers
- Appendix B1-B. Draft Colorado leadership announcement to center directors in eligible centers that did not apply for pilot initiative
- Appendix B2-A. Draft Colorado leadership announcement to home-based owners and caregivers in pilot initiative
- Appendix B2-B. Draft Colorado leadership announcement to home-based owners in eligible providers that did not apply for pilot initiative

APPENDIX B1-A. DRAFT COLORADO LEADERSHIP ANNOUNCEMENT TO CENTER DIRECTORS AND TEACHERS IN INTERVENTION AND CONTROL CENTERS

Dear [NAME],

As you know, the Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, the Colorado Early Childhood Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. An evaluation study of the pilot initiative aims to measure the effects of the salary increase on teachers' employment, earnings, and economic and psychological well-being. It also aims to understand how the initiative is implemented, the costs associated with the initiative, and how the initiative is experienced by the early care and education workforce. This study is funded by the Administration for Children and Families (ACF), of the U.S. Department of Health and Human Services, in partnership with the CDEC.

The next phase of the evaluation study is here! **In the next few weeks, you will receive an email or a phone call from the research team with more information.** The research team is led by MDRC, a non-profit research company, and includes MEF Associates and Decision Information Resources, Inc. (DIR).

Data collection activities for directors and teaching staff include the following:

- Surveys of directors and teachers, starting [MONTH/YEAR]
- For select centers/staff:
 - Interviews with select center directors and teachers, starting [MONTH/YEAR]
 - Completion of a cost workbook, starting [MONTH/YEAR]

Participation in this study is voluntary. **Each response matters!** The hope is that findings from this study will help Colorado and other states find better ways to support educators in the future.

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

Sincerely,
The Colorado Department of Early Childhood

APPENDIX B1-B. DRAFT COLORADO LEADERSHIP ANNOUNCEMENT TO CENTER DIRECTORS IN ELIGIBLE CENTERS THAT DID NOT APPLY FOR PILOT INITIATIVE

Dear [NAME],

The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, the Colorado Early Childhood Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. An evaluation study of the pilot initiative aims to measure the effects of the salary increase on teachers' employment, earnings, and economic and psychological well-being. It also aims to understand how the initiative is implemented, the costs associated with the initiative, and how the initiative is experienced by the early care and education workforce. This study is funded by the Administration for Children and Families (ACF), of the U.S. Department of Health and Human Services, in partnership with the CDEC.

Although your center chose not to apply for funding for the salary increase, the research team would like to learn about how your center made this decision. This information could help future administrators improve how the pilot initiative is designed and implemented. **In the next few weeks, you may receive an email or a phone call from the research team with more information about participating in a one-hour interview.** The research team is led by MDRC, a non-profit research company, and includes MEF Associates and Decision Information Resources, Inc. (DIR).

Participation in this study is voluntary. **Each response matters!** The hope is that findings from this study will help Colorado and other states find better ways to support educators in the future.

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

Sincerely,
The Colorado Department of Early Childhood

APPENDIX B2-A. DRAFT COLORADO LEADERSHIP ANNOUNCEMENT TO HOME-BASED OWNERS AND CAREGIVERS IN PILOT INITIATIVE

Dear [NAME],

As you know, the Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, [NAME] to [ADD COLORADO'S GOALS ONCE DEFINED]. An evaluation study of the pilot initiative aims to understand the effects of the initiative, and how it is being implemented and experienced by family child care home providers and assistants. [This study is funded by the Administration for Children and Families (ACF), of the U.S. Department of Health and Human Services, in partnership with the CDEC.]

The next phase of the evaluations study is here! **In the next few weeks, you will receive an email or a phone call from the research team with more information.** The research team is led by MDRC, a non-profit research company, and includes MEF Associates and Decision Information Resources, Inc. (DIR).

Data collection activities for family child care home providers and assistants include:

- Surveys of providers and assistant providers, starting [MONTH/YEAR]
- Interviews with providers and assistant providers, starting [MONTH/YEAR]

Participation in this study is voluntary. **Each response matters!** The hope is that findings from this study will help Colorado and other states find better ways to support family child care homes in the future.

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

Sincerely,
The Colorado Department of Early Childhood

APPENDIX B2-B. DRAFT COLORADO LEADERSHIP ANNOUNCEMENT TO HOME-BASED OWNERS IN ELIGIBLE PROVIDERS THAT DID NOT APPLY FOR PILOT INITIATIVE

Dear [NAME],

The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, [NAME] to [ADD COLORADO'S GOALS ONCE DEFINED]. An evaluation study of the pilot initiative aims to understand the effects of the initiative and how it is being implemented and experienced by family child care home providers and assistants. [This study is funded by the Administration for Children and Families (ACF), of the U.S. Department of Health and Human Services, in partnership with the CDEC.]

Although your family child care home chose not to apply for the initiative, the research team would like to learn about how you made this decision. This information could help future administrators improve how the pilot initiative is designed and implemented. **In the next few weeks, you may receive an email or a phone call from the research team with more information about participating in a one-hour interview.** The research team is led by MDRC, a non-profit research company, and includes MEF Associates and Decision Information Resources, Inc. (DIR).

Participation in this study is voluntary. **Each response matters!** The hope is that findings from this study will help Colorado and other states find better ways to support family child care homes in the future.

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

Sincerely,
The Colorado Department of Early Childhood

Draft Recruitment Materials for Implementation and Cost Studies

- Appendix B3. Draft study team announcement to intervention group center directors selected for Implementation/Cost Studies – Email and phone talking points
- Appendix B4. Draft study team announcement to control group center directors selected for the cost study – Email and phone talking points
- Appendix B5. Draft study team announcement to center directors of eligible centers that did not apply to participate in the pilot initiative – Email and phone talking points
- Appendix B6. Draft study team announcement to home-based owners/caregivers selected for the implementation study – Email and phone talking points
- Appendix B7. Draft study team announcement to home-based owners that were eligible but did not apply to participate in the pilot initiative – Email and phone talking points
- Appendix B8. Draft study team announcement to teachers selected for the implementation study – Email and phone talking points
- Appendix B9. Draft email invitation for key informant interviews
- Appendix B10. Draft reminder email for all implementation interviews
- Appendix B11. Draft cost workbook invitation for center directors/administrators – Email and phone talking points
- Appendix B12. Draft reminder email for cost workbook

**APPENDIX B3. DRAFT STUDY TEAM ANNOUNCEMENT TO INTERVENTION GROUP
CENTER DIRECTORS SELECTED FOR THE IMPLEMENTATION/COST STUDIES – EMAIL
AND PHONE TALKING POINTS**

DRAFT EMAIL

Dear [NAME],

On [DATE], you should have received an email from the Colorado Department of Early Childhood (CDEC) announcing the next phase of the evaluation study of the state's pilot initiative to increase salaries paid to child care teachers.

My name is [NAME], and I am part of the team working to evaluate this pilot initiative. I will serve as the main point of contact for data collection activities at your center.

You and staff at your center are eligible to participate in various research activities. For you, this includes a one-hour interview, a 45-minute survey, and a workbook about program costs. For teaching staff, this includes a 45-minute survey and, for a select few, a one-hour interview. In appreciation of your time, we will offer honoraria for your participation in these activities (\$40 and PDIS credit for the survey, \$50 for the interview, and \$250 for the cost workbook).

Here are the next steps:

- 1) We would like to schedule a one-hour phone call to learn about your experiences with the pilot. This information could help administrators improve how future salary increase initiatives are designed and implemented. For more information, please see the attached interview information sheet. **We can be available at [ADD DAYS/TIMES]. Please respond to this email with your availability.**
- 2) **Please also respond to this email with the name, email, and phone number of the person in charge of center finances.** We will contact them to complete the workbook about program costs although it may be necessary for that person to work with others at your center to complete the workbook. This person may be yourself or whoever does most of the center's financial administration. If this person is yourself, we will send you a separate email with instructions. For more information, please see the attached cost workbook information sheet.
- 3) Be on the lookout for a survey invitation by email! It will come from [EMAIL ADDRESS] starting in [MONTH].

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

We look forward to working with you! Thank you in advance for your help with this important study.

Sincerely,
[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team
Enclosures: Interview Information Sheet, Cost Workbook Information Sheet

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per

response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

PHONE TALKING POINTS

- Introduce self, state that you are part of the team working to evaluate the Colorado Early Childhood Teacher Salary Increase Pilot
- Did you see the email sent on [DATE] from me/the team providing next steps for the evaluation?
 - If yes:
 - Have any questions?
 - Reaching out now to follow-up on two items in the email:
 - Want to invite you to schedule a one-hour phone call to learn about your experiences with the pilot. This information could help administrators improve how future salary increase initiatives are designed and implemented. In appreciation of your time, we will offer \$50 honorarium for this interview.
 - Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration
 - Want to find out who is in charge of center finances. Is that you or is there someone else who does most of the center's financial administration?
 - Want to contact them to complete a workbook about program costs. [if need more info: It may be necessary for that person to work with others at your center to complete the workbook.]
 - If respondent: Use talking points in Appendix B11; will send you a separate email with instructions.
 - If someone else: May I have their name, email and phone number?
 - The team will reach out to them.
 - In appreciation of your/that person's time, will offer \$250 honorarium
 - Be on the lookout for a survey invitation by email. It will come from [EMAIL ADDRESS] starting in [MONTH]. In appreciation of your time, we will offer a \$40 honorarium and PDIS credit for the survey.
 - If no: provide details from email, e.g.;
 - You and staff at your center are eligible to participate in various research activities. For you, this includes a one-hour interview, a 45-minute survey, and potentially a workbook about program costs. For teaching staff, this includes a 45-minute survey and, for a select few, a one-hour interview. In appreciation of your time, we will offer honoraria for your participation in these activities (\$40

and PDIS credit for the survey, \$50 for the interview, and \$250 for the cost workbook)

- Two items in the email want to follow up on:
 - Want to invite you to schedule a one-hour phone call to learn about your experiences with the pilot. This information could help administrators improve how future salary increase initiatives are designed and implemented.
 - The research team will follow strict rules to protect your information. Any information we collect will be used for research purposes only. Findings are put into summary reports that contain no names or other information that identifies you or your center.
 - Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration.
 - Want to find out who is in charge of center finances. Is that you or is there someone else who does most of the center's financial administration?
 - Want to contact them to complete a workbook about program costs. [if need more info: It may be necessary for that person to work with others at your center to complete the workbook.]
 - If respondent: See talking points in Appendix B11; will send you a separate email with instructions.
 - If someone else: May I have their name, email and phone number?
 - The team will reach out to them.
- Any questions?
- I look forward to working with you! Thank you for your help with this important study.

APPENDIX B4. DRAFT STUDY TEAM ANNOUNCEMENT TO CONTROL GROUP CENTER DIRECTORS SELECTED FOR THE COST STUDY – EMAIL AND PHONE TALKING POINTS

DRAFT EMAIL

Dear [NAME],

On [DATE], you should have received an email from the Colorado Department of Early Childhood (CDEC) announcing the next phase of the evaluation study of the state's pilot initiative to increase salaries paid to child care teachers.

My name is [NAME], and I am part of the team working to evaluate this pilot initiative. I will serve as the main point of contact for data collection activities at your center.

You and staff at your center are eligible to participate in various research activities. For you, this includes a 45-minute survey and, potentially, a workbook about program costs. For teaching staff, this includes a 45-minute survey. In appreciation of your time, we will offer honoraria for your participation in these activities (\$40 and PDIS credit for the survey and \$250 for the cost workbook).

Here are the next steps:

- 1) **Please respond to this email with the name, email, and phone number of the person who is in charge of center finances.** We will contact them to complete the workbook about program costs although it may be necessary for that person to work with others at your center to complete the workbook. This person may be yourself or whoever does most of the center's financial administration. If this person is yourself, we will send you a separate email with instructions. For more information, please see the attached cost workbook information sheet.
- 2) Be on the lookout for a survey invitation by email! It will come from [EMAIL ADDRESS] starting in [MONTH/YEAR].

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

We look forward to working with you! Thank you in advance for your help with this important study.

Sincerely,
[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team

Enclosure: Cost Workbook Information Sheet

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of

information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

PHONE TALKING POINTS

- Introduce self, state that you are part of the team working to evaluate the Colorado Early Childhood Teacher Salary Increase Pilot
- Did you see the email sent on [DATE] from me/the team providing next steps for the evaluation study?
 - If yes:
 - Have any questions?
 - Reaching out to find out who is in charge of center finances. Is that you or is there someone else who does most of the center's financial administration?
 - Want to contact them to complete a workbook about program costs. [if need more info: It may be necessary for that person to work with others at your center to complete the workbook.]
 - If respondent: See talking points in Appendix B11; will send you a separate email with instructions.
 - If someone else: May I have their name, email and phone number?
 - The team will reach out to them.
 - In appreciation of your/that person's time, we will offer \$250 honorarium.
 - Be on the lookout for a survey invitation by email. It will come from [EMAIL ADDRESS] starting in [MONTH]. In appreciation of your time, will offer \$40 honorarium.
 - If no: provide details from email, e.g.;
 - You and staff at your center are eligible to participate in various research activities. This includes a 45-minute survey and a workbook about program costs. In appreciation of your time, we will offer honoraria for your participation in these activities (\$40 for the survey and \$250 for the cost workbook).
 - Reaching out to find out who is in charge of center finances. Is that you or is there someone else who does most of the center's financial administration?
 - Want to contact them to complete a workbook about program costs. [if need more info: It may be necessary for that person to work with others at your center to complete the workbook.]
 - If respondent: See talking points in Appendix B11; will send you a separate email with instructions.
 - If someone else: May I have their name, email and phone number?
 - The team will reach out to them.
 - Be on the lookout for a survey invitation by email. It will come from [EMAIL ADDRESS] starting in [MONTH].
 - Any questions?
 - I look forward to working with you! Thank you for your help with this important study.

**APPENDIX B5. DRAFT STUDY TEAM ANNOUNCEMENT TO CENTER DIRECTORS OF
ELIGIBLE CENTERS THAT DID NOT APPLY TO PARTICIPATE IN THE PILOT
INITIATIVE – EMAIL AND PHONE TALKING POINTS**

DRAFT EMAIL

Dear [NAME],

On [DATE], you should have received an email from the Colorado Department of Early Childhood (CDEC) announcing the next phase of the evaluation study of the state's pilot initiative to increase salaries paid to child care teachers.

My name is [NAME], and I am part of the team working to evaluate this pilot initiative.

You are receiving this email because your center chose not to apply for funding for the salary increase. We would like to **schedule a one-hour phone call** to learn about how your center made this decision. This information could help future administrators improve how the pilot initiative is designed and implemented. In appreciation of your time, we will offer a \$50 honorarium for your participation in this call. For more information, please see the attached interview information sheet.

We are available at the following times: [ADD DAYS/TIMES]. **Please respond to this email with your availability.**

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

We look forward to working with you! Thank you in advance for your help with this important study!

Sincerely,

[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team

Enclosure: Interview Information Sheet

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

PHONE TALKING POINTS

- Introduce self, state that you are part of the team working to evaluate the Colorado Early Childhood Teacher Salary Increase Pilot
- Did you see the email sent on [DATE] from me/the team providing next steps for the evaluation?
 - If yes:

- Have any questions?
- Reaching out because even though your center chose not to apply to the initiative, we would like to schedule a one-hour phone call to learn about how your center made that decision. This information could help future administrators improve how the pilot initiative is designed and implemented. In appreciation of your time, we will offer a \$50 honorarium for your participation in this call.
 - Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration.
- If no: provide details from email, e.g.;
 - The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, the Colorado Early Childhood Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. A study of the pilot initiative is being conducted to measure the effects of the salary increase on teachers' employment, earnings, and economic and psychological well-being. The study also aims to understand how the initiative is implemented, the costs associated with the initiative, and how the initiative is experienced by the early care and education workforce.
 - Reaching out because even though your center chose not to apply to the initiative, we would like to schedule a one-hour phone call to learn about how your center made that decision. This information could help future administrators improve how the pilot initiative is designed and implemented. In appreciation of your time, we will offer a \$50 honorarium for your participation in this call.
 - The research team will follow strict rules to protect your information. Any information we collect will be used for research purposes only. Findings are put into summary reports that contain no names or other information that identifies you or your center.
 - Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration
- Any questions?
- I look forward to working with you! Thank you for your help with this important study.

APPENDIX B6. DRAFT STUDY TEAM ANNOUNCEMENT TO HOME-BASED OWNERS/CAREGIVERS SELECTED FOR THE IMPLEMENTATION STUDY – EMAIL AND PHONE TALKING POINTS

DRAFT EMAIL

Dear [NAME],

On [DATE], you should have received an email from the Colorado Department of Early Childhood (CDEC) announcing the next phase of the evaluation study of the state's pilot initiative to [ADD COLORADO'S GOALS ONCE DEFINED].

My name is [NAME], and I am part of the team working to evaluate this pilot initiative. I will serve as the main point of contact for data collection activities at your family child care home.

[FOR OWNERS:] You [and assistant provider(s) at your family child care home] are eligible to participate in various research activities. For you, this includes a 1.5-hour interview and a 45-minute survey. [For assistant providers, this includes a 45-minute survey and, for a select few, a 1.5-hour interview.] In appreciation of your time, we will offer honoraria for your participation in these activities (\$50 for the interview and \$40 and PDIS credit for the survey).

[FOR CAREGIVERS:] As an assistant provider, you are eligible to participate in various research activities. This includes a 45-minute survey and a 1.5-hour interview. In appreciation of your time, we will offer honoraria for your participation in these activities (\$50 for the interview and \$40 and PDIS credit for the survey).

Here are the next steps:

- 1) We would like to **schedule a 1.5 hour phone call** to learn about your experiences with the pilot. This information could help administrators improve how future initiatives like this one are designed and implemented. For more information, please see the attached interview information sheet.

We can be available at [ADD DAYS/TIMES]. Please respond to this email with your availability.

- 2) Be on the lookout for a survey invitation by email! It will come from [EMAIL ADDRESS] starting in [MONTH/YEAR].

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

We look forward to working with you! Thank you in advance for your help with this important study.

Sincerely,

[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team

Enclosure: Interview Information Sheet

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per

response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

PHONE TALKING POINTS

- Introduce self, state that you are part of the team working to evaluate the [home-based pilot initiative]
- Did you see the email sent on [DATE] from me/the team providing next steps for the evaluation?
 - If yes:
 - Have any questions?
 - Reaching out to invite you to schedule a 1.5-hour phone call to learn about your experiences with the pilot. This information could help administrators improve how future initiatives like this one are designed and implemented.
 - Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration.
 - Be on the lookout for a survey invitation by email! It will come from [EMAIL ADDRESS] starting in [MONTH].
 - In appreciation of your time, we will offer honoraria for your participation in these activities (\$50 for the interview and \$40 and PDIS credit for the survey).
 - If no: provide details from email, e.g.;
 - The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, [NAME], aiming to [ADD COLORADO'S GOALS ONCE DEFINED]. The evaluation aims to understand how the initiative is implemented and is experienced by family child care home providers and assistants.
 - Family child care home providers and assistant providers are eligible to participate in various research activities.
 - For providers: includes a 1.5 hour interview and a 45-minute survey.
 - For assistant providers, this includes a 45-minute survey and, for a select few, a 1.5-hour interview.
 - In appreciation of your time, we will offer honoraria for your participation in these activities (\$50 for the interview and \$40 and PDIS credit for the survey).
 - Want to invite you to schedule a 1.5-hour phone call to learn about your experiences with the pilot. This information could help administrators improve how future initiatives like this one are designed and implemented.
 - The research team will follow strict rules to protect your information. Any information we collect will be used for research purposes only. Findings are put into summary reports that contain no names or other information that identifies you or your center.
 - Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration

- Be on the lookout for a survey invitation by email! It will come from [EMAIL ADDRESS] starting in [MONTH].
- Any questions?
- I look forward to working with you! Thank you for your help with this important study.

**APPENDIX B7. DRAFT STUDY TEAM ANNOUNCEMENT TO HOME-BASED OWNERS
THAT WERE ELIGIBLE BUT DID NOT APPLY TO PARTICIPATE IN THE PILOT
INITIATIVE – EMAIL AND PHONE TALKING POINTS**

DRAFT EMAIL

Dear [NAME],

On [DATE], you should have received an email from the Colorado Department of Early Childhood (CDEC) announcing the next phase of the evaluation study of the state's pilot initiative, [NAME], to [ADD GOALS ONCE DEFINED].

You are receiving this email because your family child care home chose not to apply for the pilot initiative. We would like to **schedule a 1.5 hour phone call** to learn about how you made this decision. This information could help future administrators improve how the pilot initiative is designed and implemented. In appreciation of your time, we will offer a \$50 honorarium for your participation in this call. For more information, please see the attached interview information sheet.

We are available at the following times: [ADD DAYS/TIMES]. **Please respond to this email with your availability.**

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

We look forward to working with you! Thank you in advance for your help with this important study!

Sincerely,

[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team

Enclosure: Interview Information Sheet

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

PHONE TALKING POINTS

- Introduce self, state that you are part of the team working to evaluate the [home-based pilot initiative]
- Did you see the email sent on [DATE] from me/the team providing next steps for the evaluation?
 - If yes:
 - Have any questions?
 - Reaching out because even though your family child care home chose not to apply for the pilot initiative, we would like to invite you to schedule a 1.5-hour

phone call to learn about how you made this decision. This information could help administrators improve how future initiatives like this one are designed and implemented. In appreciation of your time, we will offer a \$50 honorarium for your participation in this call.

- Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration
- If no: provide details from email, e.g.;
- The Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative, [NAME], aiming to [ADD COLORADO'S GOALS ONCE DEFINED]. The evaluation aims to understand how the initiative is implemented and is experienced by family child care home providers and assistants.
 - Reaching out because even though your family child care home chose not to apply for the pilot initiative, we would like to invite you to schedule a 1.5-hour phone call to learn about how you made this decision. This information could help administrators improve how future initiatives like this one are designed and implemented. In appreciation of your time, we will offer a \$50 honorarium for your participation in this call.
 - The research team will follow strict rules to protect your information. Any information we collect will be used for research purposes only. Findings are put into summary reports that contain no names or other information that identifies you or your center.
 - Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration
- Any questions?
- I look forward to working with you! Thank you for your help with this important study.

APPENDIX B8. DRAFT STUDY TEAM ANNOUNCEMENT TO TEACHERS SELECTED FOR IMPLEMENTATION STUDY – EMAIL AND PHONE TALKING POINTS

DRAFT EMAIL

Dear [NAME],

On [DATE], you should have received an email from the Colorado Department of Early Childhood (CDEC) announcing the next phase of the evaluation study of the state's pilot initiative to increase salaries paid to child care teachers.

My name is [NAME], and I am part of the team working to evaluate this pilot initiative. I will serve as the main point of contact for data collection activities at your center.

You have been selected to participate in various research activities, including a one-hour interview and a 45-minute survey. In appreciation of your time, we will offer honoraria for your participation in these activities (\$50 for the interview, \$40 and PDIS credit for the survey).

Here are the next steps:

- 1) We would like to **schedule a one-hour phone call** to learn about your experiences with the pilot. This information could help administrators improve how future salary increase initiatives are designed and implemented. For more information, please see the attached interview information sheet.

We can be available at [ADD DAYS/TIMES]. **Please respond to this email with your availability.**

- 2) Be on the lookout for a survey invitation by email! It will come from [EMAIL ADDRESS] starting in [MONTH/YEAR].

If you have any questions about the survey, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

We look forward to working with you! Thank you in advance for your help with this important study.

Sincerely,

[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team

Enclosure: Interview Information Sheet

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

PHONE TALKING POINTS

- Introduce self, state that you are part of the team working to evaluate the Colorado Early Childhood Teacher Salary Increase Pilot
- Did you see the email sent on [DATE] from me/the team providing next steps for the evaluation?
 - If yes:
 - Have any questions?
 - Reaching out now to invite you to schedule a one-hour phone call to learn about your experiences with the pilot. This information could help administrators improve how future salary increase initiatives are designed and implemented. You will be offered an honorarium of \$50 for the interview.
 - Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration
 - Be on the lookout for a survey invitation by email. It will come [EMAIL ADDRESS] starting in [MONTH]. In appreciation of your time, will offer \$40 and one PDIS credit for the survey.
 - If no: provide details from email, e.g.;
 - You have been selected to participate in various research activities, including a one-hour interview and a 45-minute survey. In appreciation of your time, we will offer honoraria for your participation in these activities (\$50 for the interview, \$40 and PDIS credit for the survey).
 - Want to invite you to schedule the one-hour phone call to learn about your experiences with the pilot. This information could help administrators improve how future salary increase initiatives are designed and implemented.
 - The research team will follow strict rules to protect your information. Any information we collect will be used for research purposes only. Findings are put into summary reports that contain no names or other information that identifies you or your center.
 - Provide availability and confirm a day/time that works
 - Will send a follow-up email with call-in information
 - If not willing to participate, inquire about their hesitations and answer questions. If still not interested, thank them for their consideration
 - Be on the lookout for a survey invitation by email. It will come from [EMAIL ADDRESS] starting in [MONTH].
 - Any questions?
 - I look forward to working with you! Thank you for your help with this important study.

APPENDIX B9. DRAFT EMAIL INVITATION FOR KEY INFORMANT INTERVIEWS

Dear [NAME],

I am writing to invite you to participate in an interview for the *Colorado Early Childhood Teacher Salary Increase Pilot evaluation study*.

Our team would like to **schedule a one-hour phone call** to learn about your experiences helping to design, implement and/or administer this initiative. We're interested in hearing your perspective on what has worked, what has been helpful, and what challenges you might have encountered. For more information, please see the attached interview information sheet.

We are available at the following times: [ADD DAYS/TIMES]. **Please respond to this email with your availability.**

If you have any questions about the interview, the study, or about your rights as a research subject, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

We look forward to working with you! Thank you in advance for your help with this important study.

Sincerely,
[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team

Enclosure: Interview Information Sheet

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

APPENDIX B10. DRAFT REMINDER EMAIL FOR ALL IMPLEMENTATION INTERVIEWS

Dear [NAME],

This is a friendly reminder that your interview with the Colorado Early Childhood Teacher Salary Increase Pilot team is scheduled for **[DATE] at [XX am/pm to XX am/pm]**. Please review the attached interview information sheet prior to the call.

Please use the following call-in information: [ADD INFO].

***Your input is vital** to helping us find better ways to support the early care and education workforce in Colorado in the future.*

[If applicable:] In appreciation of your time, we will offer a \$50 honorarium for your participation in this call.

Thank you for your interest in this important project. I look forward to speaking with you!

Sincerely,

[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team

Enclosure: Interview Information Sheet

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

**APPENDIX B11. DRAFT COST WORKBOOK INVITATION FOR CENTER
DIRECTORS/ADMINISTRATORS – EMAIL AND PHONE TALKING POINTS**

DRAFT EMAIL

Dear [NAME],

[FOR ADMINISTRATOR NOT PREVIOUSLY CONTACTED] As you may know, The Colorado Department of Early Childhood is conducting a pilot initiative, the Colorado Early Childhood Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. You are receiving this email because [CENTER NAME] is participating in the pilot.

My name is [NAME] and I am part of the team working to evaluate this pilot initiative. I will serve as the main point of contact for data collection activities at your center. **You were recommended by [NAME] as the person who would be able to complete a cost workbook because you are familiar with the center's finances.** For more information, please see the attached cost workbook information sheet.

[FOR CENTER DIRECTOR PREVIOUSLY CONTACTED] On [DATE], you should have received an email from [me/the team] about the next phase of the evaluation study of the state's pilot initiative to increase salaries paid to child care teachers. In response to that email, you said you were the appropriate person to contact for the cost workbook. For more information, please see the attached cost workbook information sheet.

[FOR ALL] We are asking you to complete this workbook so that we can learn about how your center recruits, hires, and trains staff. We are particularly interested in the time spent on these activities, as well as how much these activities cost. We estimate that it will take you about 5 hours to complete this workbook although it may be necessary to work with others at your center to complete it. This includes time to review instructions, gather information, complete the workbook, and review the information with our study team in a follow-up meeting(s). As a token of appreciation for completing this cost workbook, we will offer you a \$250 honorarium.

You can download the workbook here [LINK]. Please do not email the workbook back to us; there are directions in the workbook on how to return the workbook to us.

Our team would like to schedule a 30-minute technical assistance call with you to answer any questions that you might have and to go over your progress in a few weeks after you have had a chance to work on the workbook. Our team is available: [TIMES TEAM IS AVAILABLE TWO-THREE WEEKS OUT, AVOIDING MAJOR HOLIDAYS].

Please reply to this email with some times that may work for you. If you have questions prior to our meeting, please feel free to be in touch.

We look forward to working with you! Thank you in advance for your help with this important study.

If you do not believe you are the correct person to complete the cost workbook, please respond to this email with the name and contact information of the person we should contact instead.

Sincerely,
[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

PHONE TALKING POINTS

- Introduce self, state that you are part of the team working to evaluate the Colorado Early Childhood Teacher Salary Increase Pilot
- Did you see the email sent on [DATE] from me/the team about the cost survey/workbook?
 - If yes:
 - Have any questions?
 - Were you able to access the workbook via the link?
 - Troubleshoot access if needed
 - Reaching out to schedule a 30-minute technical assistance call in a few weeks that would occur after you have had a chance to work on the workbook. I can then answer any questions you might have and go over your progress. As a token of appreciation for completing this cost workbook, we will offer you a \$250 honorarium.
 - Provide availability and confirm a day/time two-three weeks out that works
 - Will send a follow-up email with call-in information
 - Remind them of next steps: e.g., complete workbook, submit it via instructions in the link prior to the phone call
 - If not willing to participate, inquire about their hesitations and answer questions. Ask if there is someone else who could respond to the workbook. If still not interested, thank them for their consideration
 - If speaking to center director: Remind them of other study data collection components, if there are some remaining
 - If no: provide details from email, e.g.;
 - If administrator not previously contacted: You were recommended by [NAME] at [CENTER NAME] as the person who would be able to complete a cost workbook. We are asking you to complete this cost workbook so that we can learn about how your center recruits, hires, and trains staff. We are particularly interested in the time spent on these activities, as well as how much these activities cost. We estimate that it will take you (potentially in collaboration with others) about 5 hours to complete this workbook. This includes time to review instructions, gather information, complete the workbook, and review the information with our study team in a follow-up meeting(s). As a token of appreciation for completing this cost workbook, we will offer you a \$250 honorarium.

- Email sent on [DATE] provides instructions of where to download the workbook here and how to send it back. Please do not email the workbook back to us.
- If center director previously contacted: You previously mentioned you are the best person to complete this cost workbook. We are using it to learn about how your center recruits, hires, and trains staff. We are particularly interested in the time spent on these activities, as well as how much these activities cost. We estimate that it will take you (potentially in collaboration with others) about 5 hours to complete this workbook. This includes time to review instructions, gather information, complete the workbook, and review the information with our study team in a follow-up meeting(s). As a token of appreciation for completing this cost workbook, we will offer you a \$250 honorarium.
 - Email sent on [DATE] provides instructions of where to download the workbook here and how to send it back. Please do not email the workbook back to us.
- All: Reaching out to schedule a 30-minute call in a few weeks that would occur after you have had a chance to work on the cost workbook. I can then answer any questions you might have and go over your progress.
 - The research team will follow strict rules to protect your information. Any information we collect will be used for research purposes only. Findings are put into summary reports that contain no names or other information that identifies you or your center.
 - Provide availability and confirm a day/time two-three weeks out that works
 - Will send a follow-up email with call-in information
 - Remind them of next steps: e.g., complete workbook, submit it via instructions in the link prior to the phone call
 - If not willing to participate, inquire about their hesitations and answer questions. Ask if there is someone else who could respond to the workbook. If still not interested, thank them for their consideration
- If center director previously contacted: Remind them of other study data collection components, if there are some remaining.
- Any questions?
- I look forward to working with you! Thank you for your help with this important study.

APPENDIX B12. DRAFT REMINDER EMAIL FOR COST WORKBOOK TECHNICAL ASSISTANCE CALLS

Dear [NAME],

This is a friendly reminder that your call with the Colorado Early Childhood Teacher Salary Increase Pilot team about the cost workbook is scheduled for **[DATE] at [XX am/pm to XX am/pm]**. Please review the attached cost workbook information sheet before the call.

Please use the following call-in information: [ADD INFO].

Prior to the call, please complete and return the workbook to us using the information described here: [LINK]. Please do **not** email the workbook.

***Your input is vital** to helping us find better ways to support the early care and education workforce in Colorado in the future.*

In appreciation of your time, we will offer you a \$250 honorarium for completion of the cost workbook.

Thank you for your participation in this important project. I look forward to speaking with you!

Sincerely,

[NAME]

The Colorado Early Childhood Teacher Salary Increase Pilot research team

Enclosure: Cost Workbook Information Sheet

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

Draft Recruitment Materials for Impact Study

- Appendix B13. Draft follow-up survey invitation email for center directors
- Appendix B14. Draft survey reminders to center director nonresponders – Email and phone talking points
- Appendix B15. Draft follow-up survey invitation for teachers – Email and hardcopy
- Appendix B16. Draft reminders to nonresponding teachers – Email and hardcopy
- Appendix B17. Draft thank you email (All participants, all activities except teacher follow-up survey)
- Appendix B18. Draft thank you (Teacher follow-up survey only) – Email or hardcopy

APPENDIX B13. DRAFT FOLLOW-UP SURVEY INVITATION EMAIL FOR CENTER DIRECTORS

INITIAL EMAIL INVITATION

Dear [NAME],

The Colorado Department of Early Childhood is conducting a pilot initiative, the Colorado Early Childhood Teacher Salary Increase Pilot, to increase salaries paid to child care teachers. An evaluation study of the pilot initiative aims to measure the effects of the salary increase on teachers' employment, earnings, and economic and psychological well-being. The hope is that the study will help states find better ways to support teachers in the future.

As part of the study, the research team is conducting a follow-up survey to learn about your center, your experiences with the pilot initiative, and your background. The survey will take about 45 minutes to complete. We know your time is valuable. If you do choose to take it, you will receive one PDIS credit and \$40 to thank you for your time. *If you complete the survey by **[EBDATE]** you will receive an additional \$10 for a total of \$50!*

Please click the link below or type the secure URL into any browser to access the survey – you will be taken to a secure website to protect your information. [*If applicable:* This is your unique link– please do not share it with anyone.]

[LINK]

The research team follows strict rules to protect your information; click on the link above to learn more. If you have any questions about the study, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

Thank you for your participation in this important project,
The Colorado Early Childhood Teacher Salary Increase Pilot research team

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

**APPENDIX B14. DRAFT SURVEY REMINDERS TO CENTER DIRECTOR
NONRESPONDERS – EMAIL AND PHONE TALKING POINTS**

DRAFT REMINDER EMAIL (MIDDLE OF FIELDING WINDOW)

Dear [NAME],

This is a friendly reminder to complete the follow-up survey for the Colorado Early Childhood Teacher Salary Increase Pilot. Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it.

***Your input is vital** to helping us find better ways to support the early care and education workforce in Colorado in the future.*

Please click the link below to access the survey – you will be taken to a secure website to protect your information. [If applicable: This is your unique link– please do not share it with anyone.]

[LINK]

The survey should take about 45 minutes to complete. After completing the survey, you will receive one PDIS credit and \$40 to thank you for your time. The research team follows strict rules to protect your information; click on the link above to learn more.

Please complete this survey as soon as possible!

If you have any questions about the study, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

Thank you for your participation in this important project,
The Colorado Early Childhood Teacher Salary Increase Pilot research team

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

DRAFT REMINDER EMAIL (END OF FIELDING WINDOW)

Dear [NAME],

We noticed that you have not yet completed the follow-up survey for the Colorado Early Childhood Teacher Salary Increase Pilot. Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it.

The survey is closing soon, but there is still time to participate and receive one PDIS credit, \$40, and an additional \$10 to thank you for your time if you complete the survey by **[DATE]**! ***Your input is vital to helping us find better ways to support the early care and education workforce in Colorado in the future.***

Please click the link below to access the survey – you will be taken to a secure website to protect your information. [If applicable: This is your unique link– please do not share it with anyone.]

[LINK]

The survey should take about 45 minutes to complete. The research team follows strict rules to protect your information; click on the link above to learn more.

If you have any questions about the study, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

Thank you for your participation in this important project,
The Colorado Early Childhood Teacher Salary Increase Pilot research team

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

SURVEY EXTENSION EMAIL (IF NEEDED)

Dear [NAME],

The follow-up survey deadline for the Colorado Early Childhood Teacher Salary Increase Pilot has been extended to **[EXTDATE]**, so there is **still time to participate!**

Your input is vital to helping us find better ways to support the early care and education workforce in Colorado in the future.

If you complete the survey before **[EXTDATE]**, you will receive one PDIS credit, \$40, plus an additional \$10 to thank you for your time!

Please click the link below to access the survey – you will be taken to a secure website to protect your information. [If applicable: This is your unique link– please do not share it with anyone.]

[LINK]

The survey should take about 45 minutes to complete. The research team follows strict rules to protect your information; click on the link above to learn more.

If you have any questions about the study itself, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

Thank you for your participation in this important project,
The Colorado Early Childhood Teacher Salary Increase Pilot research team

Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to learn about the effects of the pilot initiative. Public reporting burden for the collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for the collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to [Contractor Contact Name]; [Contractor Contact Address].

PHONE TALKING POINTS

- Introduce self, state that you are part of the team working to evaluate the Colorado Early Childhood Teacher Salary Increase Pilot
- Survey started but not submitted
 - Ask if they have any questions
 - Troubleshoot any issues with access, responding to questions
 - Remind them about the timeline, honorarium and (if applicable) token of appreciation
- Survey not started
 - Ask if they saw the email sent on [DATE] about the survey
 - Troubleshoot any issues with access, responding to questions
 - Resend the email if needed
 - Remind them about the timeline, honorarium and (if applicable) token of appreciation
- Thank you for your help with this important study.

**APPENDIX B15. DRAFT FOLLOW-UP SURVEY INVITATION FOR TEACHERS – EMAIL
AND HARDCOPY**

EMAIL INVITATION WITH EARLY BIRD NOTICE

HEADER: Colorado Early Childhood Teacher Salary Increase Pilot Survey

Dear [NAME],

Greetings from the **Colorado Early Childhood Teacher Salary Increase Pilot** research team!

On [DATE], you should have received an email from the Colorado Department of Early Childhood (CDEC) announcing the next phase of the evaluation study of the state's pilot initiative to increase salaries paid to child care teachers. We are reaching out to select teachers to request their participation in a follow-up survey as part of a study being conducted to learn about the effects of the initiative and how it is experienced by teachers and center directors.

The survey will take about 45 minutes to complete and will ask questions about your job, your professional background, and your financial well-being. Participation in this study is voluntary and we know your time is valuable. As a 'thank you' for your time, you will receive one PDIS credit and \$40 if you do choose to participate. If you complete the survey by **[EBDATE]** you will receive an additional \$10 for a total of \$50!

Please click the link below to access the survey – you will be taken to a secure website to protect your information. This is your unique link – please do not share it with anyone.
[LINK]

The research team follows strict rules to protect your information; click on the link above to learn more. Your experiences as a teacher participating in the pilot initiative will help the state find better ways to support early care and education teachers in the future.

If you need technical support accessing the survey, please contact Decision Information Resources at [DIRPROJECT@EMAIL] or call us at (XXX) XXX-XXXX.

If you have any questions about the study itself, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

Thank you for your participation in this important project,
The Colorado Early Childhood Teacher Salary Increase Pilot research team

Paperwork Reduction Act Statement

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HARDCOPY INVITATION WITH EARLY BIRD NOTICE

Dear [NAME],

Greetings from the **Colorado Early Childhood Teacher Salary Increase Pilot** research team!

As you know, the Colorado Department of Early Childhood (CDEC) is conducting a pilot initiative to increase salaries paid to child care teachers. We are reaching out to select teachers to request their participation in a follow-up survey as part of a study being conducted to learn about the effects of the initiative and how it is experienced by teachers and center directors.

The survey will take about 45 minutes to complete and will ask questions about your job, your professional background, and your financial well-being. Participation in this study is voluntary and we know your time is valuable. As a ‘thank you’ for your time, you will receive one PDIS credit and \$40 if you do choose to participate. If you complete the survey by **[EBDATE]** you will receive an additional \$10 for a total of \$50!

To access the survey, please use the QR code and unique PIN below or enter the URL into your browser – you will be taken to a secure website to protect your information. The link and PIN are unique to you – please do not share them with anyone.

[QR Code] [PIN]
[LINK]

The research team follows strict rules to protect your information; use the QR code or link to learn more. Your experiences as a teacher participating in the pilot initiative will help the state find better ways to support early care and education teachers in the future.

If you need technical assistance accessing the survey, please contact Decision Information Resources at DIRPROJECT@EMAIL or call us at (XXX) XXX-XXXX.

If you have any questions about the study itself, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

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APPENDIX B16. DRAFT SURVEY REMINDERS TO NONRESPONDING TEACHERS – EMAIL AND HARDCOPY

FIRST REMINDER - EMAIL WITH EARLY BIRD REMINDER

Dear [NAME],

We noticed that you have not yet completed the follow-up survey for the Colorado Early Childhood Teacher Salary Increase Pilot. If you have started the survey, thank you! Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it.

There is still time to complete the survey and receive one PDIS credit, \$40, and an additional \$10 to thank you for your time if you complete the survey by **[EBDATE]**! ***Your input is vital to helping us find better ways to support the early care and education workforce in Colorado in the future.***

Please click the link below to access the survey – you will be taken to a secure website to protect your information. This is your unique link– please do not share it with anyone.

[LINK]

The research team follows strict rules to protect your information; click on the link to learn more. If you need technical assistance accessing the survey, please contact Decision Information Resources at DIRPROJECT@EMAIL or call us at (XXX) XXX-XXXX.

If you have any questions about the study itself, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

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FIRST REMINDER - HARDCOPY MAILING WITH EARLY BIRD REMINDER

Dear [NAME],

We noticed that you have not yet completed the follow-up survey for the Colorado Early Childhood Teacher Salary Increase Pilot. If you have started the survey, thank you! Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it.

There is still time to complete the survey and receive one PDIS credit, \$40, and an additional \$10 to thank you for your time if you complete the survey by **[EBDATE]**! ***Your input is vital** to helping us find better ways to support the early care and education workforce in Colorado in the future.*

To access the survey, please use the QR code and unique PIN below or enter the URL into your browser – you will be taken to a secure website to protect your information. The link and PIN are unique to you – please do not share them with anyone.

[QR Code] [PIN]
[LINK]

The research team follows strict rules to protect your information; click on the link to learn more. If you need technical assistance accessing the survey, please contact Decision Information Resources at DIRPROJECT@EMAIL or call us at (XXX) XXX-XXXX.

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SECOND REMINDER - EMAIL (NO ACCOMPANYING HARDCOPY OR EARLY BIRD)

Header: The Colorado Early Childhood Teacher Salary Increase Pilot Survey is Closing Soon!

Dear [NAME],

We noticed that you have not yet completed the follow-up survey for the Colorado Early Childhood Teacher Salary Increase Pilot. If you have started the survey, thank you! Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it.

The survey is closing soon – on [DATE] – but there is still time to participate and receive one PDIS credit and \$40 to thank you for your time! ***Your input is vital*** to helping us find better ways to support the early care and education workforce in Colorado in the future.

Please click the link below to access the survey – you will be taken to a secure website to protect your information. This is your unique link– please do not share it with anyone.

[LINK]

The research team follows strict rules to protect your information; click on the link to learn more. If you need technical assistance accessing the survey, please contact Decision Information Resources at DIRPROJECT@EMAIL or call us at (XXX) XXX-XXXX.

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THIRD REMINDER – EMAIL WITH CONVERSION TOKEN OF APPRECIATION

Header: The Colorado Early Childhood Teacher Salary Increase Pilot Survey is Closing Soon!

Dear [NAME],

The follow-up survey for the Colorado Early Childhood Teacher Salary Increase Pilot is closing soon, but there is **still time to participate!**

Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it. **Your input is vital** to helping us find better ways to support the early care and education workforce in Colorado in the future. If you complete the survey before **[ENDDATE]**, you will receive one PDIS credit, \$40, plus an additional \$10 to thank you for your time!

Please click the link below to access the survey – you will be taken to a secure website to protect your information. This is your unique link– please do not share it with anyone.

[LINK]

The research team follows strict rules to protect your information; click on the link to learn more. If you need technical assistance accessing the survey, please contact Decision Information Resources at DIRPROJECT@EMAIL or call us at (XXX) XXX-XXXX.

If you have any questions about the study itself, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

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THIRD REMINDER – HARDCOPY MAILING WITH CONVERSION TOKEN OF APPRECIATION

Dear [NAME],

The follow-up survey for the Colorado Early Childhood Teacher Salary Increase Pilot is closing soon, but there is **still time to participate!**

Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it. **Your input is vital** to helping us find better ways to support the early care and education workforce in Colorado in the future. If you complete the survey before **[ENDDATE]**, you will receive one PDIS credit, \$40, plus an additional \$10 to thank you for your time!

To access the survey, please use the QR code and unique PIN below or enter the URL into your browser – you will be taken to a secure website to protect your information. The link and PIN are unique to you – please do not share them with anyone.

[QR Code] [PIN]
[LINK]

The research team follows strict rules to protect your information; use the QR code or link to learn more. If you need technical assistance accessing the survey, please contact Decision Information Resources at DIRPROJECT@EMAIL or call us at (XXX) XXX-XXXX.

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FOURTH REMINDER - EMAIL – SURVEY CLOSING WITH CONVERSION TOKEN OF APPRECIATION

Header: The Colorado Early Childhood Teacher Salary Increase Pilot Survey is Closing [ENDDATE]!

Dear [NAME],

The follow-up survey for the Colorado Early Childhood Teacher Salary Increase Pilot is closing on [ENDDATE], but there is **still time to participate!**

Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it. **Your input is vital** to helping us find better ways to support the early care and education workforce in Colorado in the future. If you complete the survey before [ENDDATE], you will receive one PDIS credit, \$40, plus an additional \$10 to thank you for your time!

Please click the link below to access the survey – you will be taken to a secure website to protect your information. This is your unique link– please do not share it with anyone.

[LINK]

The research team follows strict rules to protect your information; click on the link to learn more. If you need technical assistance accessing the survey, please contact Decision Information Resources at DIRPROJECT@EMAIL or call us at (XXX) XXX-XXXX.

If you have any questions about the study itself, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

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SURVEY EXTENSION EMAIL (IF NEEDED)

Header: The Colorado Early Childhood Teacher Salary Increase Pilot Survey has been extended!

Dear [NAME],

The follow-up survey for the Colorado Early Childhood Teacher Salary Increase Pilot deadline has been extended to [EXTDATE], so there is **still time to participate!**

Your input is vital to helping us find better ways to support the early care and education workforce in Colorado in the future. If you complete the survey before [EXTDATE], you will receive one PDIS credit, \$40, plus an additional \$10 to thank you for your time!

Please click the link below to access the survey – you will be taken to a secure website to protect your information. This is your unique link– please do not share it with anyone.

[LINK]

The research team follows strict rules to protect your information; click on the link to learn more. If you need technical assistance accessing the survey, please contact Decision Information Resources at DIRPROJECT@EMAIL or call us at (XXX) XXX-XXXX.

If you have any questions about the study itself, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

Thank you for your participation in this important project,
The Colorado Early Childhood Teacher Salary Increase Pilot research team

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**APPENDIX B17. DRAFT THANK YOU EMAIL (ALL PARTICIPANTS, ALL ACTIVITIES
EXCEPT TEACHER FOLLOW-UP SURVEY)**

Dear [NAME],

Thank you so much for participating in the [data collection activity] for the [*Colorado Early Childhood Teacher Salary Increase Pilot/Home-based pilot initiative name*]! Your input is vital to helping us find better ways to support the early care and education workforce in the future in Colorado and in other states.

[IF GIFT CODE HONORARIUM APPLIES AND IS REQUESTED:]

In appreciation of your time and effort, we have enclosed your honorarium below:

[Giftcode Vendor Name]

[Giftcode access link]

[Giftcode]

If you have any questions, you may call MDRC's Colorado Teacher Salary Increase Pilot hotline at (855) 907-6695 or e-mail COSalaryStudy@mdrc.org.

Thank you again for your help with this important research.

Sincerely,

The Colorado Early Childhood Teacher Salary Increase Pilot research team

**APPENDIX B18. DRAFT THANK YOU (TEACHER FOLLOW-UP SURVEY ONLY) – EMAIL
OR HARDCOPY**

DIR THANK YOU TEXT FOR ELECTRONIC GIFT CARDS FROM RYBBON

Dear study participant:

Thank you so much for participating in the teacher survey for the *Colorado Early Childhood Teacher Salary Increase Pilot*! Your input is vital to helping us find better ways to support the early care and education workforce in the future in Colorado and in other states. In appreciation of your time and effort, we are sending you a gift card for [STANDARD: \$40] [EARLY/LATE BIRD: \$50]

[LINK TO CLAIM TOKEN OF APPRECIATION]

If you have any questions or issues with your gift card, please contact us at [DIR phone number and/or email].

Thank you again.

[DIR project staff name]

[DIR project staff title]

Decision Information Resources, INC. (DIR)

DIR THANK YOU LETTER FOR HARD COPY GIFT CARD

Dear study participant:

Thank you so much for participating in the teacher survey for the *Colorado Early Childhood Teacher Salary Increase Pilot*! Your input is vital to helping us find better ways to support the early care and education workforce in the future in Colorado and in other states. In appreciation of your time and effort, we are sending you a gift card for [STANDARD: \$40] [EARLY/LATE BIRD: \$50].

To activate the gift card, just use it anywhere that takes credit cards as a form of payment. Please refer to the brochure included with this letter about how to use your gift card. You should keep the following in mind:

1. Gift Card may be used for “credit” transactions only
2. Gift Card is not redeemable for cash
3. Gift Card cannot be used at an ATM
4. Gift Card charges that exceed the amount remaining on your card will be declined. If the amount left on your card is smaller than the purchase you would like to make, please do the following:
 - a. call the number on the back of the card (1-866-325-6238 ext. #) to confirm the amount remaining
 - b. ask the cashier to charge that precise amount toward your purchase

- c. then pay the difference with an alternate payment method
- 5. Gift Card expires five years from being issued
- 6. If you experience any issues with your gift card, please call the number on the back of the card (1-866-325-6238 ext. #) for assistance

Thank you again.

[DIR project staff name]

[DIR project staff title]

Decision Information Resources, INC. (DIR)

Draft Recruitment Materials for Descriptive Study

- Appendix B19. Draft follow-up survey invitation email for home-based owners and caregivers
- Appendix B20. Draft survey reminders to home-based owner and caregiver nonresponders – Email and phone talking points

APPENDIX B19. DRAFT FOLLOW-UP SURVEY INVITATION EMAIL FOR HOME-BASED OWNERS AND CAREGIVERS

Dear [NAME],

The Colorado Department of Early Childhood is conducting a pilot initiative, [NAME] to [ADD COLORADO'S GOALS ONCE DEFINED]. An evaluation study of the pilot initiative aims to understand the effects of the initiative, how it is being implemented, and how it is experienced by family child care home providers and assistants. The hope is that the study will help the state find better ways to support family child care homes in the future.

As part of the study, the research team is conducting a follow-up survey to learn about your family child care home, your experiences with the pilot initiative, and your background. The survey will take about 45 minutes to complete. We know your time is valuable. If you do choose to take it, you will receive one PDIS credit and \$40 to thank you for your time.

Please click the link below or type the secure URL into any browser to access the survey – you will be taken to a secure website to protect your information. [If applicable: This is your unique link– please do not share it with anyone.]

[LINK]

The research team follows strict rules to protect your information; click on the link above to learn more. If you have any questions about the study, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

Thank you for your participation in this important project,
The Colorado Early Childhood Teacher Salary Increase Pilot research team

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**APPENDIX B20. DRAFT SURVEY REMINDERS TO HOME-BASED OWNER AND
CAREGIVER NONRESPONDERS – EMAIL AND PHONE TALKING POINTS**

DRAFT REMINDER EMAIL (MIDDLE OF FIELDING WINDOW)

Dear [NAME],

This is a friendly reminder to complete the follow-up survey for the [Home-based pilot initiative name]. Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it.

***Your input is vital** to helping us find better ways to support the early care and education workforce in Colorado in the future.*

Please click the link below to access the survey – you will be taken to a secure website to protect your information. [If applicable: This is your unique link– please do not share it with anyone.]

[LINK]

The survey should take about 45 minutes to complete. After completing the survey, you will receive one PDIS credit and \$40 to thank you for your time. The research team follows strict rules to protect your information; click on the link to learn more.

Please complete this survey as soon as possible!

If you have any questions about the study, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

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DRAFT REMINDER EMAIL (END OF FIELDING WINDOW)

Dear [NAME],

We noticed that you have not yet completed the follow-up survey for the [Home-based pilot initiative name]. Through this survey, we're hoping to learn about the effects of the pilot initiative and your experiences participating in it.

The survey is closing soon – on [DATE] – but there is still time to participate and receive one PDIS credit and \$40 to thank you for your time! ***Your input is vital*** to helping us find better ways to support the early care and education workforce in Colorado in the future.

Please click the link below to access the survey – you will be taken to a secure website to protect your information. [If applicable: This is your unique link– please do not share it with anyone.]

[LINK]

The survey should take about 45 minutes to complete. The research team follows strict rules to protect your information; click on the link to learn more.

If you have any questions about the study, please contact MDRC at (855) 907-6695 or by e-mail at COsalarystudy@mdrc.org.

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SURVEY EXTENSION EMAIL (IF NEEDED)

Dear [NAME],

The follow-up survey deadline for the [Home-based pilot initiative name] has been extended to **[EXTDATE]**, so there is **still time to participate!** ***Your input is vital*** to helping us find better ways to support the early care and education workforce in Colorado in the future.

If you complete the survey, you will receive one PDIS credit and \$40 to thank you for your time!

Please click the link below to access the survey – you will be taken to a secure website to protect your information. [If applicable: This is your unique link– please do not share it with anyone.]

[LINK]

The survey should take about 45 minutes to complete. The research team follows strict rules to protect your information; click on the link to learn more.

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PHONE TALKING POINTS

- Introduce self, state that you are part of the team working to evaluate the [Home-based pilot initiative name]
- Survey started but not submitted
 - Ask if they have any questions
 - Troubleshoot any issues with access, responding to questions
 - Remind them about the timeline, honorarium
- Survey not started
 - Ask if they saw the email sent on [DATE] about the survey
 - Troubleshoot any issues with access, responding to questions
 - Resend the email if needed
 - Remind them about the timeline, honorarium
- Thank you for your help with this important study.