

Appendix D. PAE recruitment message for local agency staff

Identification and Care of Children with Prenatal Alcohol and Other Drug Exposures: Prevention Strategies Project

Draft Examples - Outreach to Local Child Welfare Agency Staff for Usability Interviews (Individual and Group)

Sample email message to send local child welfare agency staff to describe toolkit usability testing:

EMAIL SUBJECT HEADER: Identification and Care of Children with Prenatal Alcohol and Other Drug Exposures in Child Welfare: Toolkit Usability Testing Overview

Hello [insert name(s) of child welfare staff],

Your [insert name of site contact] indicated your availability and interest in participating in usability testing for *The Identification and Care of Children with Prenatal Alcohol and Other Drug Exposures Toolkit*. Usability testing – which involves reading through the toolkit content and resources with an eye towards agency practice and then providing input about the toolkits' usefulness, ease of use, areas for improvement -- is being conducted by the project team from James Bell Associates (JBA) and ICF. The feedback you provide throughout the usability testing process is valuable and critical for helping us improve the content, structure, and use of the toolkit.

What you can expect:

- Participate as part of your site team in the review of toolkit sections aligned with your role and work with your agency, children and families
- Participate in a virtual Orientation meeting for an overview of the toolkit sections and evaluation activities [insert details of date/time]
- Share brief written feedback (instructions to be provided during Orientation)
- Participate in relevant interviews (group or individual) to discuss feedback. Separate Outlook meeting invitations will be provided at a later date.

We look forward to your participation and feedback. If you have questions or concerns, please feel free to contact me.

Thank you.

[insert Project Investigator or project team member's name]

Sample Outlook invitation message to send local agency staff participating in usability interviews (individual or group)

EMAIL SUBJECT HEADER: Identification and Care of Children with Prenatal Alcohol and Other Drug Exposures in Child Welfare: Toolkit [insert either usability interview or group interview]

Hi [insert name of child welfare staff],

Thanks so much for your willingness to share your feedback with us about *The Identification and Care of Children with Prenatal Alcohol and Other Drug Exposures Toolkit*. During the virtual [insert either usability interview or group interview], we will be asking you to provide feedback

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on your perceptions regarding the usefulness and areas for improvement for the following toolkit components: [insert name of toolkit components].

This is to confirm that the [insert either usability interview or group interview] is scheduled for [date at time] and will be conducted by [insert team member's name]. The [insert either usability interview or group interview] will last approximately [insert either 60 minutes for interviews or 90 minutes for group interviews].

Please use the dial-in number and access code noted in the location field of this calendar invite (and also below) to call into the conference line. We look forward to talking with you!

[insert hyperlink and dial-in instructions for either Zoom or Microsoft Teams]

Thanks,

[insert project member's name]