

**Child and Family Services Reviews (CFSR) Interview Protocol for  
CFSR State Leads and CFSR Specialists  
Recruitment Messages**

**Initial Invite**

Email Subject Header: Seeking your feedback about Center for States services

Hello [Insert CFSR State/CFSR Specialist Name],

I am a member of the Center for States evaluation team, and I am reaching out to invite you to participate in a virtual interview with us to learn more about your experiences with the Center's CFSR R4 Support Services.

We conduct these interviews after the completion of each participating jurisdiction's CFSR Statewide Assessment as part of our efforts to evaluate service delivery and project outcomes. The interview content differs from the substudy survey you may have completed because it focuses on any capacity increases (e.g., changes in knowledge, skills, engagement), their application, and potential transfer of capacity to other areas. These interviews are conducted on Microsoft Teams and last about 45-60 minutes. We will send questions covered during the interview to you before the interview so you know what is being asked and can prepare your responses. The feedback you share with us will be private and any reporting of results will be in aggregate and will not specifically identify you.

Please let us know if you would like to participate in an interview by responding to this email with a few dates/times that are convenient for you over the next few weeks. We will then schedule the interview and send you a calendar appointment with additional details. Thank you for considering this request, and we look forward to your participation and feedback.

If you have any questions, please contact Lyscha Marcynyszyn, CFSR R4 Supports Substudy Lead, at [Lyscha.Marcynyszyn@icf.com](mailto:Lyscha.Marcynyszyn@icf.com).

Thanks very much,

[Insert Center for States Staff Name]

**Follow up invite**

(Reply to the initial invite email)

Hi [Insert CFSR State Lead/CFSR Specialist Name],

I am following up on this invitation to participate in an interview with the Center for States. If you would like to interview, please send me some dates/times that are convenient for you in the next few weeks, and I'll work to set up an appointment.

Thanks so much!

[Insert Center for States Staff Name]