

Instrument 5. DDDRP focus group participant recruitment tool

Background

The assessment team will hold a focus group with diaper program participants currently served by your organization to talk about their experience with diaper need and the Diaper Distribution Pilot program. We aim to have 8-10 caregivers in each focus group, so we would like to recruit **15 caregivers**. We know that some people who sign up for the focus group will be unable to attend that day (for a variety of reasons) so recruiting 15 caregivers will help us meet our goal of 10 focus group participants. Each caregiver who attends and participates in this focus group will receive a **\$50 gift card** to thank them for their participation and offset the cost of participation.

We need your help to recruit caregivers to participate in the focus group, ideally from a range of people you serve. When we say caregivers, we mean adults (age 18 or older) who currently receive diapers and supplies from you as a [program name] participant. We only want to talk to current program participants, not people who might receive diapers in the future, or have received them from you in the past. In addition, all focus group participants need to be able to engage in the focus group discussion in the same language. Based on our conversations with the grant recipient and focus group coordinator, we agreed that we will hold the focus group in [specify language]. **We are looking for caregivers with different:**

- Genders
- Relationships to the child in diapers (e.g., full or partial custodial parent, grandparent, foster parent, kin guardian)
- Racial identities
- Ethnic identities
- Time in the program (e.g., a caregiver who just got diapers from the program for the first time, a caregiver who has received diapers from the program for several months)

To help recruit participants, we have created the following tools based on conversations with you and other Diaper Distribution Pilot grant recipients:

- A flyer to share this focus group opportunity with caregivers that you can use virtually or posted in your office (attached to the email you received from us)
- A focus group participant sign-up sheet (below)

These materials are part of a larger process to schedule and conduct focus groups. We have already worked with [focus group coordinator] (the focus group coordinator at [subrecipient]) and [the lead grant recipient site visit point of contact] (the lead site visit coordinator at [grant recipient]) to determine when and where to hold the focus group. Once you complete recruitment, we will meet with

you to ensure we meet all the accessibility/participation needs you identify below (e.g., hire a child care provider).

Focus Group Participant List

To: [Focus group coordinator]

From: [Assessment team members], Diaper Distribution Pilot assessment team

Based on our discussions, the assessment team will hold a focus group at the following date, time, and location:

Focus group date: _____	Focus group start and end time: _____
Focus group location (room, building, and full address): _____	
DDDRP subrecipient organization: _____	
Focus group coordinator: _____	
Focus group coordinator email: _____	
Language: ___ English ___ Spanish ___ Other needed (please specify)	

Please use the table below to sign up interested caregivers for the focus group. Please only sign up caregivers who want to and are able to participate in the focus group (e.g., do not “nominate” caregivers without speaking with them). Please let each caregiver know that they will receive communications about the focus group from Westat via email and/or text.

Please provide caregiver names, their preferred contact information, and whether they plan to bring children to the focus group. Please also include accessibility or engagement needs or other notes (e.g., uses a wheelchair or scooter and needs enough space in the room to enter and exit, children will also attend and will need care or supervision). If you have any questions during this process, you can contact [names of assessment site visit team members] at [assessment site visit team email addresses].

Table 1. Focus Group Participant Recruitment List (DO NOT EMAIL THIS LIST TO ANYONE FROM WESTAT/THE ASSESSMENT TEAM MEMBERS)

Participant number	Caregiver name (First name and last name initial)	Preferred method of contact (participant email address and/or phone #)	Bringing child? (if yes # and ages)	Accessibility/engagement needs (e.g., uses wheelchair/scooter to aid mobility, childcare needs) (if yes, provide details)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Please complete focus group recruitment by [Day and Month]. Email [site visitors] at [site visitor emails] to let them know you have finished. **DO NOT EMAIL THIS DOCUMENT TO ANY ASSESSMENT TEAM MEMBER.** The assessment team is required by the Administration for Children and Families to use secure submission systems to receive information about Diaper Distribution Program participants and can only receive specific data elements. Once you notify us that you are finished, we will give you instructions on how to use the secure submission system. Once the assessment team securely receives this list, we will use caregiver contact info only to send participants a reminder ahead of the focus group and will delete the information as soon as the focus group is over.

Thank you,

[Assessment site visit team members]