

Attachment A8:

Family/Caregiver FGD Recruiter Email - JBS

**Health Resources and Services Administration Maternal and Child Health
Bureau Pediatric Mental Health Care Access Program National Impact Study**

March 2024

To: [INSERT INDIVIDUAL ASSISTING WITH RECRUITMENT]
From: JBS
Subject: HRSA MCHB PMHCA Program Impact Study Focus Group Recruiter

Dear [INSERT RECRUITER'S FIRST NAME],

You have been identified by [INSERT PMHCA PROGRAM NAME] as the person who will assist the Health Resources and Services Administration (HRSA) Maternal and Child Health Bureau (MCHB) Pediatric Mental Health Care Access (PMHCA) Program National Impact Study (Impact Study) team in recruiting families/caregivers to participate in a focus group discussion (FGD) as part of research. The purpose of the Family/Caregiver FGD is to collect information from families/caregivers who have sought and/or received behavioral health services for their children/adolescents regarding their experiences with behavioral health care access, receipt, and utilization; satisfaction with behavioral health care services; and impact of the behavioral health services on their child/adolescent. Family/Caregiver participation is completely voluntary, and participants can withdraw at any time.

In your role as family/caregiver focus group recruiter, we ask that you read the materials listed below and attached to this email. These documents will provide you with the process we'd like you to follow in recruiting participants for the FGDs.

Attached to This Email:

- FGD recruitment procedures
- FGD overview guide. This document provides an overview of the FGD and information that will be gathered during the FGDs.
- FGD flyer. We have customized this document with your name and contact information.
- FGD QR code flyer. The QR code links to the flyer listed above.
- FGD participant tracker. Please use the link included below to record information for between 2 and 5 family members/caregivers who wish to participate in an FGD.
 - <https://survey.alchemer.com/s3/7629503/Family-Caregiver-FGD-Recruitment>

FGDs will be scheduled March–April 2025. Please complete the link above by [insert date].

If you have any questions or concerns, please feel free to contact Amanda Gmyrek (Impact Study Project Director) by email (agmyrek@jbsinternational.com) or by phone (240-645-4848).

Thank you for your assistance with this important task!

Sincerely,
Amanda