

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, OMB Control Number: 0704-MCDS, is estimated to average 20 minutes. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**RAND Military Child Development Program Staffing Study
Volunteer Information Form for Direct-Care Staff, Technical Support Staff, and Support Staff**

Yellow shading denotes text to be customized
PN =Programmer Note

Thank you for your willingness to participate in a [TIME] interview to share your experiences as a child development program staff member.

Any **direct-care classroom staff** (i.e., lead teachers and assistant teachers), **technical support staff** (e.g., training and curriculum specialists, behavioral specialists, nurses), and **support staff** (e.g., administrative assistants, front desk staff, kitchen staff, and custodial and maintenance staff) who are **at least 18 years old** and are **currently employed in a child development center or school-age center** are eligible to participate in an interview.

Please complete this short form, which includes some basic questions about your availability to participate in the interview and your employment with the military child development program.

Your responses will be kept confidential. RAND will not share any information you provide to anyone outside the project team, and we have data safeguarding measures in place to protect your information.

1. Name
2. Preferred email address
3. Best telephone number for you
4. Please indicate times that will work best for your [TIME] interview.
 - o [Populate this with time slots available for each case study site, and note which are in-person and which are virtual]
5. In what type of child care setting you currently work or directly support?
 - o Child Development Center
 - o School-Age Care
 - o Both Child Development Center and School-Age Care
 - o None of the above [PN: Skip to end with message: "Thank you for your willingness to take part in our study. We are interested in speaking with individuals who work in child development centers or school-age care."]
6. Please select the position in which you currently spend the most time.

- o CYP direct care role (e.g., in the classroom or directly working with children and youth)
 - o CYP technical support role (e.g., training and curriculum specialists, behavioral specialists, nurses)
 - o CYP support staff role (e.g., administrative assistants, front desk staff, kitchen staff, and custodial and maintenance staff)
 - o None of the above *[PN: Skip to end with message: "Thank you for your willingness to take part in our study. We are interested in speaking with direct care staff, technical support staff, and support staff."]*
7. How long have you served in your current position at your installation?
- Less than 12 months
 - 1 to 4 years
 - 5 to 9 years
 - 10 or more years
8. How long have you worked in the military child development program? Please include your experience at previous installations, if any.
- Less than 12 months
 - 1 to 4 years
 - 5 to 9 years
 - 10 or more years

POST SUBMISSION (to appear on screen and sent to the email address submitted)

Thank you for your willingness to share information and opinions regarding your experience as a military child development program employee!

The RAND project team will be conducting interviews over [time frame]. If you are selected for an interview, you will receive an email to confirm you are still available and to set up an appointment at a time convenient for you. If many military child development program staff members volunteer for an interview, it is possible that the team may not be able to interview everyone. If that is the case, you will receive an email to notify you when the interviews have been completed.

If you have any questions about the status of the interviews or the study overall, please contact the RAND project team at [SHARED EMAILBOX AT RAND]

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, OMB Control Number 0704-MCDS, is estimated to average 45 minutes. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

RAND Military Child Development Program Staffing Study Volunteer Information Form for [Family Child Care Providers / Child Development Homes Providers]

Thank you for your willingness to participate in a [TIME] interview to share your experiences as a [family child care provider / child development homes provider].

Any [family child care (FCC) providers /child development homes (CDH) providers] who are **at least 18 years old** are eligible to participate in an interview.

Please complete this short form, which includes some basic questions about your availability to participate in the interview and your work with the military child development program.

Your responses will be kept confidential. RAND will not share any information you provide to anyone outside the project team, and we have data safeguarding measures in place to protect your information.

1. Name
2. Preferred email address
3. Best telephone number for you
4. Please indicate times that will work best for your [TIME] interview.
 - o [Populate this with time slots available for each case study site, and note which are in-person and which are virtual]
5. How long have you served as a [FCC provider/CDH provider] at [INSTALLATION]?
 - Less than 12 months
 - 1 to 4 years
 - 5 to 9 years
 - 10 or more years
6. How long have you worked with the military child development program? Please include your experience at previous installations, if any.
 - Less than 12 months
 - 1 to 4 years
 - 5 to 9 years
 - 10 or more years

POST SUBMISSION (to appear on screen and sent to the email address submitted)

Thank you for your willingness to share information and opinions regarding your experience as a military [family child care provider / child development homes provider]!

The RAND project team will be conducting interviews over [time frame]. If you are selected for an interview, you will receive an email to confirm you are still available and to set up an appointment at a time convenient for you. If many [family child care providers / child development homes providers] volunteer for an interview, it is possible that the team may not be able to interview everyone. If that is the case, you will receive an email to notify you when the interviews have been completed.

If you have any questions about the status of the interviews or the study overall, please contact the RAND project team at [SHARED EMAILBOX AT RAND}