

Appendix A

Study Notification and Reminder Materials

Facilitator Post-training Pulse Check Invitation Email

TO: [RESPONDENT EMAIL ADDRESS]
FROM: SRAENE STUDY TEAM
SUBJECT: SRAE Facilitator Post-training Pulse Check

Dear [FACILITATOR FNAME FACILITATOR LNAME]:

Thank you for taking part in the Sexual Risk Avoidance Education (SRAE) National Evaluation Co-regulation Guidance Pilot Study. The purpose of this study is to learn about the use of co-regulation strategies to enhance facilitation and improve youth outcomes. The study is funded by the Administration for Children and Families, U.S. Department of Health and Human Services. Mathematica, an independent research firm, is conducting the study.

Thank you for completing the recent training. Please complete this **brief 5-minute survey** to let us know how it went. The survey may be accessed by clicking on the link below.

Please complete your survey by clicking on this secure link:
[INSERT SURVEY LINK]

If you have questions about this survey, please ask a study team member at your training session or you may call me directly at (609) 275-2231.

Sincerely,

Melissa Thomas
Survey Director

Facilitator Post-training Pulse Check Reminder

TO: [RESPONDENT EMAIL ADDRESS]
FROM: SRAENE STUDY TEAM
SUBJECT: Remember to take the SRAE Facilitator Post-training Pulse Check

Hi [FACILITATOR FNAME],

Thank you for participating in the recent training for the Sexual Risk Avoidance Education (SRAE) National Evaluation Co-regulation Guidance Pilot Study. Please remember to complete the brief **5-minute survey** about this training.

Please complete your survey by clicking on this secure link:
[INSERT SURVEY LINK]

If you have questions about this survey, please ask a study team member at your training session or you may call me directly at (609) 275-2231.

Sincerely,

Melissa Thomas
Survey Director

Facilitator Post-coaching Pulse Check Invitation Email

TO: [RESPONDENT EMAIL ADDRESS]
FROM: SRAENE STUDY TEAM
SUBJECT: SRAE Facilitator Post-coaching Pulse Check

Dear [FACILITATOR FNAME FACILITATOR LNAME]:

Thank you for taking part in the Sexual Risk Avoidance Education (SRAE) National Evaluation Co-regulation Guidance Pilot Study. The purpose of this study is to learn about the use of co-regulation strategies to enhance facilitation and improve youth outcomes. The study is funded by the Administration for Children and Families, U.S. Department of Health and Human Services. Mathematica, an independent research firm, is conducting the study.

Thank you for participating in the bi-weekly coaching sessions with our team. Please complete this **brief 5-minute survey** to let us know how it went. The survey may be accessed by clicking on the link below.

Please complete your survey by clicking on this secure link:
[INSERT SURVEY LINK]

If you have questions about this survey, please ask a study team member at your training session or you may call me directly at (609) 275-2231.

Sincerely,

Melissa Thomas
Survey Director

Facilitator Post-coaching Pulse Check Reminder

TO: [RESPONDENT EMAIL ADDRESS]
FROM: SRAENE STUDY TEAM
SUBJECT: Remember to take the SRAE Facilitator Post-coaching Pulse Check

Hi [FACILITATOR FNAME],

Thank you for participating in the recent coaching sessions for the Sexual Risk Avoidance Education (SRAE) National Evaluation Co-regulation Guidance Pilot Study. Please remember to complete the brief **5-minute survey** about these coaching sessions.

Please complete your survey by clicking on this secure link:
[INSERT SURVEY LINK]

If you have questions about this survey, please ask a study team member at your training session or you may call me directly at (609) 275-2231.

Sincerely,

Melissa Thomas
Survey Director

Facilitator Log Notification Email

TO: [RESPONDENT EMAIL ADDRESS]
FROM: SRAENE STUDY TEAM
SUBJECT: SRAE Facilitator Log: Please fill it out after each class this week!

Dear [FACILITATOR FNAME FACILITATOR LNAME],

As we explained in the Sexual Risk Avoidance Education (SRAE) National Evaluation Program Co-regulation Guidance Pilot Study training, we are asking facilitators to fill out a log after each class you teach over the next 6 weeks. **Please complete the log after you deliver each class this week (DATE – DATE).**

The log asks you to indicate what strategies you used during facilitation today and how you thought it went. The log should take you no more than **2 minutes** to complete. You can access the web-based log using the link below.

Please complete the facilitator log for today's class by clicking on this secure link:
[INSERT LOG LINK]

If you have questions about the log, please reply to this email or call (609) 275-2231.

Sincerely,

Melissa Thomas
Survey Director

Facilitator Log Notification Reminder

TO: [RESPONDENT EMAIL ADDRESS]
FROM: SRAENE STUDY TEAM
SUBJECT: Remember to fill out the SRAE Facilitator Log daily this week!

Hi [FACILITATOR FNAME],

We are following up on our email earlier this week to remind you to please fill out the **SRAE facilitator log after each class you teach this week (DATE – DATE)**. If you forgot to fill it out earlier this week, you don't have to go back and answer for previous days. Please just remember to fill it out after your remaining classes this week.

The log should take you no more than **2 minutes** to complete. You can access the web-based log using the link below.

Please complete the facilitator log for today's class by clicking on this secure link:
[INSERT LOG LINK]

The log is an important data collection component of the SRAE National Evaluation Co-regulation Guidance Pilot Study, and we appreciate you taking the time to fill it out. If you have questions about the log, please reply to this email or call (609) 275-2231.

Sincerely,

Melissa Thomas
Survey Director