Appendix D.

Family Input Invitation Emails for Data Collection

Subject: By [Date]: Request to complete [month] questionnaire about Family Input Resources

Hello [Name],

Thank you for your continued work and commitment to the Moving Forward: Further Incorporating Family Input study. Each month during the pilot test period, the study team will ask you to provide feedback through a short questionnaire about the Family Input Resources and your progress engaging families to improve your program.

The questionnaire will take about 15 minutes and asks about key activities completed in the last month, challenges and successes using the Family Input Resources, components of the Resources that were particularly useful, and components that did not work as well and why. Please feel free to work with your staff to complete the questionnaire.

Link to questionnaire: [Insert Link]

Please complete this questionnaire by [Day, Date one week after sharing via email].

Your participation in this study is extremely valuable and will help the study team understand how to improve the Family Input Resources based on your experiences engaging families in your program improvement effort. Your participation in this study is voluntary and there are no known risks to your participation. You may skip any question, and you may stop completing the questionnaire at any time. There are no penalties for refusal to participate.

If you have any questions or comments about the study, please contact the study's federal project officer, Lisa Zingman at lisa.zingman@acf.gov. You may also contact the study lead, Jeanette Holdbrook at jholdbrook@mathematica-mpr.com.

Thank you in advance for your willingness to participate in this important study. We look forward to hearing from you.

Best,

[Coach's name]

Subject: Invitation to discuss Family Input Resources

Hello [name or names],

Thank you for your continued work and commitment to the Moving Forward: Further Incorporating Family Input study. As a part of this study, we would like to collect feedback from all implementation team members about your experiences engaging families in program improvement and your experience using the Family Input Resources so far.

To collect your feedback, we would like to schedule a 1-hour discussion with you. During the conversation, we will ask you about:

- How you engaged families in program improvement activities over the last six months and your plans for future family engagement in program improvement
- Your experience using the Family Input Resources to engage families and improve your program
- Your suggestions for improving the Family Input Resources

Please let us know if any of the following days and times work for you. If not, please let us know your availability between now and [date three weeks from email] for a 1-hour interview.

- [Date and time option]
- [Date and time option]
- [Date and time option]

Your participation in this study is extremely valuable and will help the study team understand how to improve the Family Input Resources based on your experiences engaging families in your program improvement effort. Your participation in this study is voluntary and there are no known risks to your participation. You may skip any question during the discussion. There are no penalties for refusal to participate.

If you have any questions or comments about the study, please contact the study's federal project officer, Lisa Zingman at lisa.zingman@acf.gov. You may also contact the study lead, Jeanette Holdbrook at jholdbrook@mathematica-mpr.com.

Thank you in advance for your willingness to participate in this important study. We look forward to hearing from you.

Best,

[Coach's name]

Subject: Invitation to group discussion for the Family Input Study Implementation Team

Hello [name],

We are excited to reach back out to you about the Moving Forward: Further Incorporating Family Input study. Now that is has been [#] months since we wrapped up pilot testing the Family Input Resources as part of your program improvement effort, we wanted to follow up with you and your team to learn about your work since the pilot ended.

We would like to hold a 1-hour discussion with all Implementation Team members. During the conversation, we will ask your team about:

- Your recent program improvement efforts and how you've involved families in the process
- Whether and how you've used the Family Input Resources
- Any changes that occurred because of your experience during the pilot
- Your overall reflections about engaging families in program improvement and using the Family Input Resources

Please let us know if any of the following days and times work for the Implementation Team. If not, please let us know the team's availability between now and [date four weeks from email] for a 60-minute conversation.

- [Date and time option]
- [Date and time option]
- [Date and time option]

Your program's participation in this study is extremely valuable and will help the study team understand your experiences engaging families in your program improvement effort. Your participation in this study is voluntary and there are no known risks to your participation. During the discussion you may skip any questions. There are no penalties for refusal to participate.

If you have any questions or comments about the study, please contact the study's federal project officer, Lisa Zingman at lisa.zingman@acf.gov. You may also contact the study lead, Jeanette Holdbrook at jholdbrook@mathematica-mpr.com.

Thank you and please let me know if you have any questions! We look forward to catching up with your team.

Best,

[Coach's name]