

Appendix A: Example Invitation to Share Information

To: [name of individual we hope to obtain information from]
From: Teresa Derrick-Mills, CEPC Stakeholder Task Lead
Cc: Alysia Blandon, Office of Planning, Research and Evaluation
Re: Consumer Education and Parental Choice
Date: [the project team will update this to reflect the actual date the email was sent]

[The specific invitations will be tailored to each activity that we are planning to obtain information from groups that represent individuals with lived experiences. The invitations will invite individuals to contribute, will include information about the project, the reason we are reaching out to the individual/group to obtain information, expected outcomes of the proposed activity to obtain information, expected participants, date and timing of the activity to collect information, and will include project team contact information.]

Invitation

We are writing to share information with you about a federally funded study on consumer education and parent choice in early care and education and to invite you [and your group] to give your perspective to inform our project activities.

About the project

The *Consumer Education and Parent Choice (CEPC) in Early Care and Education* project is funded by the Office of Planning, Research, and Evaluation (OPRE) in the Administration of Children and Families, within the U.S. Department of Health and Human Services. The project is being carried out by NORC at the University of Chicago and Urban Institute and is led by Principal Investigator (PI) Rupa Datta (NORC) and co-PI Teresa Derrick-Mills (Urban).

The goal of the CEPC project is to better understand:

- how parents find and use information to make informed choices regarding their children's participation in ECE, and
- how states and territories implement consumer education activities to support parent's information needs regarding ECE search and decision-making.

The CEPC project team will also explore the mechanisms through which states and territories' varied efforts can inform parents' decision-making. Additional details about the project are provided here: <https://www.acf.hhs.gov/opre/project/consumer-education-and-parental-choice-early-care-and-education-2020-2025>

Reason we are reaching out to [you/your group]

Our project team is reaching out to ask for your input and feedback to inform our ongoing activities [such as data analysis activities, product development, dissemination, etc.]

Expected outcome of engagement

Your input will help us to ensure the lived experiences your group represents will be incorporated into our project activities. [Specific outcomes will be listed based on the group we are engaging.]

Expected participants

[We will list participants from our study team and from the group we are engaging.]

CEPC Team

NORC: Rupa Data, PI [other staff based on the nature of the activity]

Urban: Teresa Derrick-Mills, co-PI [other staff based on the nature of the activity]

[organization and names of individuals we are reaching out to]

OPRE and OCC Staff

[can list specific names as applicable/as OPRE would like us to]

Agenda or Instructions

[if the proposed engagement is a meeting, the team will attach an agenda approved by OPRE to this email request; if it is a different type of engagement, then we will share OPRE-approved instructions (e.g., how to complete a survey, respond with feedback via email) for participating in the engagement.]

Engagement Date, Time, Mode

Mode: [e.g., Zoom Conference Call with video option; survey; email submission]

Time: [TBD; if applicable]

Date: [TBD; or “Requested by Date” if applicable (e.g., for completing a survey, submitting feedback via email)]