

DRAFT MUSE-STC Interview Recruitment Email Template

Subject: Invitation to Participate in an Interview for MUSE-STC

Dear [respondent name],

The Multi-Site Study of State-Tribal Collaboration in Home Visiting (MUSE-STC) examines collaboration between Maternal, Infant, and Early Childhood Home Visiting (MIECHV) awardees and tribal communities. The goal of the study is to learn more about how awardees and local organizations work together to provide home visiting services to American Indian and Alaska Native (AIAN) families. MUSE-STC is funded by the Administration for Children and Families (ACF), Office of Planning, Research and Evaluation (OPRE) in partnership with the Health Resources and Services Administration (HRSA). ACF has funded James Bell Associates and their subcontractor University of Colorado's Anschutz Medical Campus, Centers for American Indian and Alaska Native Health to conduct the study. I have included a flyer with more information about the study attached to this email.

State-tribal partnerships are participating in this study including the partnership between [STATE AGENCY and LOCAL AGENCY]. We are contacting you because you have been identified as someone who is knowledgeable about this collaboration. We would like to interview you about your experience with this work.

The interviews will take place virtually over the phone or video conference and be conversational. We will focus on your role in the agency or organization where you work and your experience partnering to provide home visiting services to AIAN families. Interviews will focus on the planning of your partnership, benefits and challenges facing the partnership, and the impact of the partnership on the families you serve.

We expect the interview to last up to 90 minutes. If allowable by the terms of your employment, you will receive a \$75 honorarium for participating in the interview. At the start of the interview, we will go through informed consent and you will have a chance to decide whether or not to participate. Taking part in the interview is voluntary.

I am reaching out to see if we might be able to schedule a time for the interview. I am including some potential times, but if none of these times work for you, please feel free to offer some alternatives.

[list of dates]

If you have any questions, please feel free to contact me anytime either by email or by phone (number). Someone from our study team may also contact you by phone.

We are looking forward to hearing from you.

[signature]

[MUSE-STC team member name]

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DRAFT MUSE-STC Interview Recruitment Phone Script Template

Hello [NAME],

My name is [NAME] and I work on the Multi-Site Study of State-Tribal Collaboration in Home Visiting, or MUSE-STC. The study examines how state MIECHV awardees collaborate with local agencies to serve American Indian and Alaska Native families. Both [STATE AWARDEE] and [LOCAL AGENCY] are participating in this study and their collaboration is one of the partnerships we are studying. You have been identified as someone who is knowledgeable of this collaboration. I am calling because we would like to interview you for the study.

The interview will last up to 90 minutes. It will take place virtually over the phone or videoconference and be conversational. We would talk about your role in the agency or organization where you work and your experience partnering to provide home visiting services to AIAN families.

You will receive \$75 for participating in the interview if allowable by the terms of your employment. At the start of the interview, we will go through informed consent and you will have a chance to decide whether or not to participate. Taking part in the interview is voluntary.

Do you have any questions?

[Answer questions.]

If you are interested, I would like to schedule your interview while I have you on the phone.

[Discuss possible dates and times.]

Thank you very much for your interest in the study. We really look forward to speaking with you!

Good bye.