



[date]

Dear [Insert name],

The Office of Planning, Research, and Evaluation within the Administration for Children and Families (Department of Health and Human Services) has contracted with the RAND Corporation to conduct the **Head Start Health Manager Descriptive Study**.

The purpose of the study is to provide a current snapshot of health-related activities and programming within Head Start (HS) and Early Head Start (EHS) programs, to better understand the context in which the HS/EHS health service area operates, and to identify the current needs of health managers and health staff as they work towards improving the health of HS/EHS children, parents and staff. This study will provide an understanding of what Head Start programs are doing in the health services area and provide needed information about the areas in which further assistance may be needed. We have attached a Study Summary for your review that describes the study in more detail. This information has also been provided to your tribal Chairperson so that they are informed about the study as well.

This proposed study has previously been reviewed and approved by the RAND Corporation Institutional Review Board and is currently under review with the Office of Management and Budget. [UPDATE STATUS] We are now seeking approval from the National Indian Health Service IRB, each of the regional Indian Health Service IRBs, and independent tribal IRB boards (specifically California Rural Indian Health Board, Cherokee Nation, Chickasaw Nation, Choctaw Nation and the Rocky Mountain Tribal Institutional Review Board).

To complete our IRB submission package to your independent tribal IRB board, we are requesting a letter of support from you. We have drafted a letter of support for your convenience. Please feel free to edit it as you see fit. We request that you sign it and send it back to us via either email or mail at the address provided below. This request is time sensitive as the survey is scheduled to launch in the fall and we are hoping to include AIAN HS/EHS directors and health managers as part of this study.

If you require any additional information or have additional questions about this study, please feel free to contact Lynn Karoly (study director) at 703-413-1100 x 5359 or Laurie Martin (co-study director) at 703-413-1100 x 5083.

Thank you in advance for your time and consideration.

Sincerely,

Lynn Karoly, PhD
Study Director
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Attachments: Head Start Health Manager Descriptive Study Summary
Support Letter Template