

OMB Control No: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**ATTACHMENT 28: MIHOPE MESSAGES TO HOME VISITING STAFF**

5/29/2012

Reminder to Home Visitors about weekly log deadline

Message Subject: Weekly MIHOPE Home Visitor log - REMINDER

Dear (Home Visitor),

Thank you for your continued participation in the MIHOPE research project. We appreciate your cooperation and dedication to this work.

As a reminder, your weekly home visit log is due today (MM/DD) by HH:MM p.m. EST. Please continue to submit your weekly logs by HH:MM p.m. EST. If for some reason you are not able to meet this deadline, please let me know as soon as possible.

As always, please do not hesitate to contact me with any questions or concerns.

Thank you,

(Log Coordinator)

Reminder to Supervisor about weekly log deadline

Message Subject: Weekly MIHOPE Supervisor log - REMINDER

Dear (Supervisor),

Thank you for your continued participation in the MIHOPE research project. We appreciate your cooperation and dedication to this work.

As a reminder, your weekly supervisor log is due today (MM/DD) by HH:MM p.m. EST. Please continue to submit your weekly logs by HH:MM p.m. EST. If for some reason you are not able to meet this deadline, please let me know as soon as possible.

As always, please do not hesitate to contact me with any questions or concerns.

Thank you,

(Log Coordinator)

Thank-you to Home Visitor for submitting weekly log

Message Subject: Weekly MIHOPE Home Visitor log

Dear (Home Visitor),

Thank you for your continued participation in the MIHOPE research project. We appreciate your cooperation and dedication to this work.

As a reminder, please continue to submit your weekly logs by HH:MM p.m. EST. If for some reason you are not able to meet this deadline, please let me know as soon as possible.

Last Week's Activity:

You completed family service logs for the following families:

(AAAA)

(BBBB)

(None)

You reported the birth of the index child for the following families:

(CCCC)

(None)

You (did)/(did not) complete a professional training log for the past month.

If any of your assigned families are missing from the list above, please submit a log for each as soon as possible. If you think your families are missing in error, please contact me to let me know. As always, please do not hesitate to contact me with any questions or concerns.

Thank you,

(Log Coordinator)

Thank-you to Supervisor for submitting weekly log

Message Subject: Weekly MIHOPE Supervisor log

Dear (Supervisor),

Thank you for your continued participation in the MIHOPE research project. We appreciate your cooperation and dedication to this work.

As a reminder, please continue to submit your weekly logs by HH:MM p.m. EST. If for some reason you are not able to meet this deadline, please let me know as soon as possible.

Last Week's Activity:

You logged one-on-one supervision activity for the following home visitors:

(AAAA)

(BBBB)

(None)

You (did)/(did not) complete a group supervision log.

You (did)/(did not) complete a professional training log for the past month.

If any of your assigned home visitors are missing from the list above, please submit a log for each as soon as possible. If you think your home visitors are missing in error, please contact me to let me know. As always, please do not hesitate to contact me with any questions or concerns.

Thank you,

(Log Coordinator)