

Participant Recruitment Letter

[Date]

Dear [Name of Invitee],

I am writing to invite you participate in one of several virtual listening sessions on the Maternal, Infant, and Early Childhood Home Visiting Program Benchmark Reporting Requirements. The Health Resources and Services Administration (HRSA) and the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services are sponsoring a series of listening sessions to solicit feedback and recommendations from various stakeholders and experts on the reporting requirements.

Specifically, the HRSA and ACF would like to solicit feedback from stakeholders on: 1) how to streamline the reporting requirements and 2) the use of standardized operational definitions for certain constructs.

Given your expertise and experience in [INSERT AREA OF EXPERTISE], we think you will bring a unique perspective and provide valuable contributions to these discussions. In particular, we would like your feedback during the [INSERT TOPIC] listening session. We encourage you to come with concrete suggestions regarding which constructs grantees should continue to measure and whether some or all of the constructs should be measured by grantees in a uniform way.

While your participation in this project is completely voluntary, we hope you will agree to participate so that we can learn from your expertise and experience. The information collected will help inform HRSA and ACF as well as future research efforts.

If you are interested in participating, please respond to this e-mail message. In addition, click the link below to let us know your availability for one two-hour listening session via webinar:

[INSERT LINK TO ONLINE SCHEDULING ASSISTANT]

If you have any questions, please call Carolyn Swaney at (XXX) XXX-XXX. Thank you for your cooperation, and we look forward to speaking with you soon.

Best Regards,

[Name]

[Title]

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