

Reminder E-Mail

Dear _____,

You recently received an invitation to complete an excel-based cost tool that may be used as the basis of a tool that home visiting program grantees may use to estimate costs, given the characteristics of the models they implement and the communities and the families that they serve. A copy of that email is included below.

Completion of this excel-based cost tool is voluntary but strongly encouraged. Your responses will be maintained in a secure manner by our contractor, RTI International. Individually identifiable information will **NOT** be provided to HRSA staff.

If you have not done so yet, we would greatly appreciate you taking the time to complete the excel-based cost-tool. ***Please complete the cost-tool within the next week, by DATE.***

Again, we thank you for your willingness to provide responses for this assessment of costs associated with operating a MIECHV funded home visiting model.

Sincerely,

David Willis, MD
Director

Division of Home Visiting and Early Childhood Systems
Maternal and Child Health Bureau
Health Resources and Services Administration