



Project LAUNCH Parent Information Flyer for Schools

Help Us Learn More about Child Well-Being in Your Community



(School Name) is participating in the Multi-Site Evaluation (MSE) for Project LAUNCH and **needs your help** by completing parent surveys! Read more about the study below.

What Is Project LAUNCH?

A community-based program that promotes the wellness of young children from birth to 8 years by addressing the physical, social, emotional, cognitive and behavioral aspects of their development. The MSE is an evaluation designed to measure the impact of Project LAUNCH.

How Can I Help?

Parents with children in kindergarten, first, second, and third (ages 5-8) are needed to complete a voluntary 20-30 minute survey that asks about child and family health and well-being.

There will be an initial survey and a follow-up survey in 2017.

You **don't** need to be part of Project LAUNCH to participate. All answers are kept private and study results will not be linked to individuals.

Why Should I Participate?

You will help us learn more about children and families in your community. As an added bonus, you will receive a \$25 gift card as a thank you for your participation!

Interested? Please contact XXXXXXXXXXXXXXXXXXXX

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. OMB number: 0970-0373; Expiration date: XX/XX/XXXX.

Project LAUNCH Parent Information Flyer for ECEs
Help Us Learn More about Child Well-Being
in Your Community



(Center Name) is participating in the Multi-Site Evaluation (MSE) for Project LAUNCH and **needs your help** by completing parent surveys! Read more about the study below.

What Is Project LAUNCH?

A community-based program that promotes the wellness of young children from birth to 8 years by addressing the physical, social, emotional, cognitive and behavioral aspects of their development.

The MSE is an evaluation designed to measure the impact of Project LAUNCH.

How Can I Help? Parents with children age 5 years old and under are needed to complete a voluntary 20-30 minute survey that asks about child and family health and well-being. There will be an initial survey and a follow-up survey in 2017. You **don't** need to be part of Project LAUNCH to participate. All answers are kept private and study results will not be linked to individuals.

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Project LAUNCH Parent Survey Flyer Follow-Up Email

Dear {PARENT NAME},

Recently, we sent a flyer home with your child requesting your participation in the **multi-site evaluation of Project LAUNCH**.

As part of this evaluation, we are asking you to complete a **web-based survey** that will focus your child's physical and social-emotional health as well as the parent-child relationship, parent well-being, the home environment, and parental social support. The survey will take **approximately 30 minutes** to complete and we will provide you with a **\$25 gift card as a thank you** for your participation.

Project LAUNCH is a federally-sponsored program that **promotes the wellness of young children from birth to 8 years** by addressing the physical, social, emotional, cognitive and behavioral aspects of their development. Project LAUNCH is designed to have a community-wide impact by enhancing the way early childhood systems work together, integrating child behavioral health services with other health services, and implementing evidence-based interventions geared toward the social and emotional well-being of children and families. For the evaluation, we are studying communities across the country to help us learn more about services for children and families as well as child and family outcomes. This study is being conducted by a non-profit research organization, **NORC at the University of Chicago**, under contract with the **Substance Abuse and Mental Health Services Administration (SAMHSA)** and the **Administration for Children and Families (ACF)** at the U.S. Department of Health and Human Services (HHS).

Thank you in advance for your participation, which will contribute to the success of this study. If you are interested in participating, please call XXX-XXX-XXXX.

Sincerely,

Kristina Hanson Lowell, PhD
Project LAUNCH Multi-Site Evaluation Team
Vice President, Health Care
NORC at the University of Chicago

Shannon TenBroeck, MA
Project LAUNCH Multi-Site Evaluation Team
Research Scientist, Public Health
NORC at the University of Chicago

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Project LAUNCH Parent Survey Initial Email

Dear {Parent},

Thank you for agreeing to participate in the **multi-site evaluation of Project LAUNCH**. Below you will find information describing the study and a link to the online survey.

As part of this evaluation, we are asking you to complete a **web-based survey** that will focus on your child's physical and social-emotional health as well as the parent-child relationship, parent well-being, the home environment, and parental social support. The survey will take **approximately 30 minutes** to complete and we will provide you with a **\$25 gift card as a thank you** for your participation.

Project LAUNCH is a federally-sponsored program that **promotes the wellness of young children from birth to 8 years** by addressing the physical, social, emotional, cognitive and behavioral aspects of their development. Project LAUNCH is designed to have a community-wide impact by enhancing the way early childhood systems work together, integrating child behavioral health services with other health services, and implementing evidence-based interventions geared toward the social and emotional well-being of children and families. For the evaluation, we are studying communities across the country to help us learn more about services for children and families as well as child and family outcomes. This study is being conducted by a non-profit research organization, **NORC at the University of Chicago**, under contract with the **Substance Abuse and Mental Health Services Administration (SAMHSA)** and the **Administration for Children and Families (ACF)** at the U.S. Department of Health and Human Services (HHS).

To access your survey, please go to the following URL address:

[SURVEY LINK]

Because this format is secure and private, you'll need to use a unique *Personal Identification Number (PIN)* and *Password* to access the survey after you have gone to the URL address.

Your unique PIN and Password are:

PIN: {PIN}

Password: {PWD}

Thank you in advance for your participation, which will contribute to the success of this study. If you have any questions or concerns, you may contact the research team at TenBroeck-Shannon@norc.org or by calling **1-415-315-2006**.

Sincerely,

Kristina Hanson Lowell, PhD
Project LAUNCH Multi-Site Evaluation Team
Vice President, Health Care
NORC at the University of Chicago

Shannon TenBroeck, MA
Project LAUNCH Multi-Site Evaluation Team
Research Scientist, Public Health
NORC at the University of Chicago

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Project LAUNCH Parent Survey Nonresponse Prompt

Dear {PARENT NAME},

We are writing to follow up on our request for your participation in the multi-site evaluation of **Project LAUNCH**. Last week, you should have received a letter describing the details of this study as well as information for responding to an online survey.

Project LAUNCH is a federally sponsored program that **promotes the wellness of young children from birth to 8 years** by addressing the physical, social, emotional, cognitive and behavioral aspects of their development. Project LAUNCH is designed to have a community-wide impact by enhancing the way early childhood systems work together, integrating child behavioral health services with other health services, and implementing evidence-based programs. For the evaluation, we are studying communities across the country to help us learn more about services for children and families as well as child and family outcomes. This study is being conducted by a non-profit organization, **NORC at the University of Chicago**, under contract to the **Substance Abuse and Mental Health Services Administration (SAMHSA)** and the **Administration of Children and Family (ACF)** at the U.S. Department of Health and Human Services (HHS).

We are asking you to complete a **web-based survey** that will focus your child's health, social-emotional health, parent-child relationships, parent well-being, home environment, and parental social support. The survey will take **approximately 30 minutes** to complete and we will provide you with a **\$25 gift card as a thank you** for your participation. If you have any questions or concerns, you may contact the research team at TenBroeck-Shannon@norc.org or by calling **1-415-315-2006**.

To access your survey, please go to the following URL address: **[SURVEY LINK]**

Because this format is secure and private, you'll need to use a unique *Personal Identification Number (PIN)* and *Password* to access the survey after you have gone to the URL address.

Your unique PIN and Password are...

PIN: {PIN}

Password: {PWD}

We thank you for providing the time needed for the success of this study.

Sincerely,

Kristina Hanson Lowell, PhD
Project LAUNCH Multi-Site Evaluation Team
Vice President, Health Care
NORC at the University of Chicago

Shannon TenBroeck, MA
Project LAUNCH Multi-Site Evaluation Team
Research Scientist, Public Health
NORC at the University of Chicago

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Project LAUNCH Parent Survey Thank You Email

Dear {Parent},

Thank you for participating in the **multi-site evaluation of Project LAUNCH**. The information that you provided will contribute to the success of the study by helping us learn more about services and outcomes for children and families in your community. Please accept this \$25 gift card as a thank you for your participation. If you have any questions or concerns, you may contact the research team at TenBroeck-Shannon@norc.org or by calling 1-415-315-2006.

Sincerely,

Kristina Hanson Lowell, PhD
Project LAUNCH Multi-Site Evaluation Team
Vice President, Health Care
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Project LAUNCH Parent Survey Check-In Email

Dear {Parent},

As you may recall, several months ago, you completed a survey for the **multi-site evaluation of Project LAUNCH**, a federally-sponsored program that promotes the wellness of young children from birth to 8 years of age by addressing the physical, social, emotional, cognitive, and behavioral aspects of their development. The survey focused on your child's physical and social-emotional health as well as the parent-child relationship, parent well-being, the home environment, and parental social support.

In six months, you will receive an email requesting that you fill out the survey a second time. The information that you provide will help us learn more about services and outcomes for children and families in your community. **Your participation is extremely important, because we are conducting the survey with the same group of parents to assess change over time.** Additionally, you will receive a **\$25 gift card as a thank you** for your participation.

Thank you for contributing to the success of this study. If you have any questions or concerns, you may contact the research team at TenBroeck-Shannon@norc.org or by calling 1-415-315-2006.

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Vice President, Health Care
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Project LAUNCH Teacher Survey (EDI) Parental Consent Letter

[SCHOOL DISTRICT LETTERHEAD]

The Early Development Instrument (EDI): Children's Early Development in Your Community PARENT INFORMATION SHEET

The [SCHOOL DISTRICT], in partnership with NORC at the University of Chicago (NORC) and the UCLA Center for Healthier Children, Families and Communities, is administering the Early Development Instrument (EDI) in your child's school to collect information about children's healthy development. EDI data will be collected as part of the Multi-Site Evaluation that NORC is doing of Project LAUNCH (Linking Actions for Unmet Needs in Children's Health), a federally sponsored program that promotes the wellness of young children from birth to 8 years of age by addressing the physical, social, emotional, cognitive, and behavioral aspects of their development. Through this evaluation, NORC seeks to learn more about services for children and families in your community as well as child and family outcomes in communities across the country.

What will take place? This year, your child's teacher will complete the EDI questionnaire on each child in his/her kindergarten class. The questions focus on five key areas of development: 1) physical health and well-being; 2) social knowledge and competence; 3) emotional health and maturity; 4) language and cognitive development; and 5) general knowledge and communication skills.

Privacy. The results of the EDI will not be used to identify individual children nor will the data will used to assess any single child. Rather, the results will report only on groups of children for the purposes of understanding children's developmental strengths and needs within a community or a school. Neither the research team nor the government will have access to children's names for any reason. Children's names are not collected. Data collected through by the EDI will be sent to researchers at the UCLA Center for Healthier Children, Families and Communities, who hold the license to administer the EDI in the United States and have been contracted to score the data. UCLA will share the information with NORC, the school district, and the publisher of the EDI at McMaster University in order to compare EDI results on groups of children in the U.S. to groups in other countries. All information related to the EDI will be locked in private storage and will be available only to authorized researchers.

Are there any benefits or risks to you or your child? Children will not be pulled from class at any time and will not be present while their teacher completes the survey. Additionally, no data will be collected directly from children. Although there will be no direct benefit to your child, we feel that this research may answer questions about why children in some communities are doing better or worse than others in terms of their early development. We hope that the results of the study will provide information to schools and districts on how kindergarteners are doing in a variety of developmental areas. Teachers will be provided a monetary incentive for their participation in this project, and a substitute teacher will cover your child's class while the survey is being completed. There will be no other benefit to NORC, UCLA, or the school beyond the ability to review the results for the schools involved in the study.

Whom do I contact if I have questions or concerns about the EDI project? Your decision about whether or not to participate is completely voluntary and will not adversely affect your relationship with your child's teacher or school. If you have questions for your school district or would like to request that an EDI not be completed about your child, please contact [NAME AND TITLE OF SCHOOL COORDINATOR] at [PHONE NUMBER] or email [HIM/HER] at [EMAIL ADDRESS]. If you wish to contact NORC for questions or concerns, please call Shannon TenBroeck at (415) 315-2006.

If you wish to contact the UCLA Center for Healthier Children, Families and Communities with any questions or concerns, please call the Office of the Human Research Protection Program at (310) 825-7122, send an email to gcirb@research.ucla.edu, or write to Office of the Human Research Protection Program, UCLA, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694.

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