

**ATTACHMENT H: REMINDER EMAIL TO PROGRAM MANAGERS**

Dear Home Visiting Program Manager:

This is a friendly reminder for you and your staff to participate in a federally-funded national survey conducted by the Urban Institute on the home visiting workforce. **An email invitation to participate was sent on [XXXX XX, 2018] and an automated email with a link to the web survey was sent on [XXXX XX, 2018]. There are [XXX] weeks remaining before the survey closes.**

**It is important that your program is represented when we report findings from the survey, since the federal government will use findings in future planning around home visiting.**

We are asking program managers/directors who oversee program implementation and staff hiring and training to complete a 20-minute survey to provide information about staffing, funding sources, staff recruitment and retention, training and program management, and characteristics of families served.

Following participation in the survey, you will be asked to securely upload a file containing work email addresses for home visitors and supervisors so the research team can invite them to participate in a separate survey. This includes employees whose positions are funded with MIECHV as well as employees whose positions are funded with other sources. They are eligible because they work in a home visiting program receiving MIECHV funding.

All MIECHV-funded programs are invited to participate, but participation is voluntary. Responses are kept private, there is no penalty for not participating, and the federal government will not know whether your program chooses to participate.

We encourage you to participate at your earliest convenience so we can count you in our results.

Please reach out to project assistant [XXX XXX] via e-mail ([hvcareers@urban.org](mailto:hvcareers@urban.org)) or phone (1-800-XXX-XXXX) Monday-Friday 9am-5pm Eastern if you have any questions.

Thank you for your time and consideration of our research effort.

Best Regards,

Heather Sandstrom, Ph.D.  
Project Director

This information collection is voluntary. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Urban Institute (Attn: Heather Sandstrom), 2100 M Street, NW, Washington, D.C. 20037.