

MIHOPE-K Caregiver Contact Materials

November 2018

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Mother and Infant Home Visiting Program Evaluation

[PRE-OUTREACH LETTER]

[DATE]

Dear [CAREGIVER],

Greetings from the MIHOPE study team! You may remember [if baseline respondent: joining the MIHOPE study about home visiting in [MONTH/YEAR ENROLLED IN MIHOPE] and participating in follow-up interviews as [[CHILD]/your child] has grown up]/[if non-baseline respondent: participating in the MIHOPE study about home visiting as [[CHILD]/your child] has grown up]. As a thank you for your past participation in MIHOPE, please accept the enclosed gift for [[CHILD]/your child].

Why we are contacting you

We are still learning more about how home visiting can make a difference for children and families. Our records show that [[CHILD]/your child] should be starting kindergarten soon. We want to hear from you again to see how you and your child are doing.

What to do now

We need to ensure your contact information is up-to-date. Your unique perspectives are an essential part of the research.

Follow these steps

1. Login at [WEBSITE]*
OR call us toll-free at [TOLL FREE NUMBER]
2. Enter your username and password
*Secure Username [USERNAME]
*Secure Password [PASSWORD]
3. Provide current phone number, email address, and home address

What will happen next

You will receive another [letter/email] from us in the next few weeks with more information about this next phase of MIHOPE. You are one of 4,000 families who are contributing their perspectives to the study. We are excited to hear from you as your child transitions into kindergarten!

Sincerely,

[MIHOPE Study Survey Director]

MIHOPE Study Survey Director | P.O. Box 2393 | Princeton, NJ 08543-2393 | [TOLL FREE NUMBER] | [EMAIL ADDRESS]



Mother and Infant Home Visiting Program Evaluation

[INVITATION LETTER]

[DATE]

Dear [CAREGIVER],

It is time to check in with you again as part of the Mother and Infant Home Visiting Program Evaluation (MIHOPE). You may remember joining the MIHOPE study in [MONTH/YEAR ENROLLED IN MIHOPE]. We sent you a package with an update about the study in [MONTH].

Now that [[CHILD]/your child] is in kindergarten, you can take part in the next phase of the study.

There are three parts to this phase of MIHOPE:

- 1. Phone Interview:** A MIHOPE team member will call you in the next few days to complete a one hour phone interview. We will give you a \$25 gift card as a thank you for completing the interview.
- 2. Visit to your home:** A MIHOPE team member will visit your home to do some fun activities with you and your child. You will receive a \$50 gift card and your child will receive a [BOOK/SMALL GIFT] to thank you.
- 3. Teacher Survey:** We would also like to talk to your child's teacher to see how your child is doing in school.

You can find more information about these on the back of this letter.

What to do now

Login to website using [USERNAME] and [PASSWORD]

- **Tell us when you prefer to be interviewed.** If you do not let us know what days and times are best, we'll try calling you starting next week from a phone number with a 609 area code. Or, you can call us at [TOLL FREE NUMBER].
- **Learn more about why we'd like to talk to [[CHILD]/your child]'s teacher.** Share information about [[CHILD]/your child]'s school and teacher and give us permission to contact [[CHILD]/your child]'s kindergarten teacher.

The information you provide will help us understand how home visiting programs benefit families and young children. Your opinions and experiences are unique and cannot be replaced.

Please call us anytime at [TOLL FREE NUMBER] or visit [WEBSITE] if you have questions about the study.

Thank you for your continued participation in MIHOPE. We look forward to speaking with you soon!

Sincerely,

[MIHOPE Study Survey Director], on behalf of the MIHOPE study team

MIHOPE Study Survey Director | P.O. Box 2393 | Princeton, NJ 08543-2393 | [TOLL FREE NUMBER] | [EMAIL ADDRESS]

FAQ's - MIHOPE Kindergarten Phase



Mother and Infant Home Visiting Program Evaluation

**What activities
will you be doing in
my home?**

will you be doing in

1. Your child will play a few games (language, math, and memory games)
2. You will play a memory game
3. We will videotape you and your child playing with toys

We will do these activities in whichever way is most comfortable for you. For example, you can take breaks between activities, refuse to do any of them, and/or stop an activity at any time. All of these activities are voluntary. There is no penalty if you do not want to do any of these activities. Information collected from these activities will be private. These activities are expected to take no more than 2 hours.

Why do you want to contact my child's teacher?

We want to know if home visiting affected how children are doing in kindergarten. Asking your child's teacher some questions is the best way for us to get this information.

The survey questions we have for your child's teacher will take them about 15-30 minutes to complete. We will ask them about your child's learning, behavior, attendance and whether your child is receiving any special services.

We will only ask the teacher these questions about your child if you give us permission. There is no penalty if you do not give us permission.

EMAIL MESSAGES

First email message (similar to the pre-outreach letter):

To: [RESPONDENT EMAIL]

Subject: It's time for the next MIHOPE phase!

(Este correo electrónico está disponible en español más abajo.)

Hi [CAREGIVER],

Greetings from the MIHOPE study team! My name is [MIHOPE Study Survey Director], and I am the Survey Director for MIHOPE. You may remember [if baseline respondent: joining the MIHOPE study about home visiting in [MONTH/YEAR ENROLLED IN MIHOPE] and participating in follow-up interviews as [[CHILD]/your child] has grown up]/[if non-baseline respondent: participating in the MIHOPE study about home visiting as [[CHILD]/your child] has grown up]. We recently sent you a package in the mail, but we also wanted to send you an email to make sure you receive this important information.

Why we are contacting you

We are still learning more about how home visiting can make a difference for children and families. Our records show that [[CHILD]/your child] should be starting kindergarten soon. We want to hear from you again to see how you and your child are doing.

What to do now

We need to ensure your contact information is up-to-date. Your unique perspectives are an essential part of the research.

Follow these steps

1. Login at [WEBSITE]*
OR call us toll-free at [TOLL FREE NUMBER]
2. Enter your username and password
*Secure Username [USERNAME]
*Secure Password [PASSWORD]
3. Provide current phone number, email address, and home address

What will happen next

You will receive another [letter/email] from us in the next few weeks with more information about this next phase of MIHOPE. You are one of 4,000 families who are contributing their perspectives to the study. We are excited to hear from you as your child transitions into kindergarten! Please call us anytime at **1-800-273-6813** or email us at MIHOPE@mathematica-mpr.com if you have questions about the study.



[MIHOPE Study Survey Director], on behalf of the MIHOPE study team
MIHOPE Study Survey Director

Second email message:

Invitation letter included as attachment

MIHOPE Kindergarten Follow-up Contacting Materials

To: [RESPONDENT EMAIL]

Subject: Take part in the next MIHOPE phase!

Hi [CAREGIVER],

My name is [MIHOPE Study Survey Director], and I am the Survey Director for the MIHOPE study. You may remember receiving [letters/emails] from me on [DATES] giving you updates on MIHOPE. My most recent letter is attached to this email as a reference.

Why we are contacting you

Now that [[CHILD]/your child] is in kindergarten, we would like to see how you and your child are doing. We would like you to complete a phone interview, and we would like to visit your home.

You will receive **\$25 for completing the phone interview**, and another **\$50 for completing a few fun activities** in your home.

What to do now

Login to website using [USERNAME] and [PASSWORD]

- **Tell us when you prefer to be interviewed.** If you do not give us the best days and times, we'll try calling you starting next week from a phone number with a 609 area code. Or, you can call us at [TOLL FREE NUMBER].
- **Learn more about why we'd like to talk to [[CHILD]/your child]'s teacher.** Share information about [[CHILD]/your child]'s school and teacher and give us permission to contact [[CHILD]/your child]'s kindergarten teacher.

We look forward to hearing from you!

Your perspective is important and helps us learn more about home visiting! With your help, we are learning more about how home visiting can make a difference for children and families.

If you want more information about the study:

- Read the attached letter
- Call us at [toll free number]
- Visit us at [website]
- Email us at [email address]

We value your continued participation in the MIHOPE study. We are excited to hear from you!



[MIHOPE Study Survey Director], on behalf of the MIHOPE study team
MIHOPE Study Survey Director

MIHOPE Kindergarten Follow-up Contacting Materials

Third email message:

To: [RESPONDENT EMAIL]

Subject: There's still time to complete your next MIHOPE interview!

Hi [CAREGIVER],

We have been trying to reach you to complete an interview for the MIHOPE study. You joined this study about home visiting programs when your child was an infant. We'd like to speak with you to see how you and your child are doing now that [[CHILD]/your child] is in kindergarten.

You will receive a \$25 gift card for completing a phone interview and another \$50 gift card for completing a few fun activities in your home.

Please call [TOLL FREE NUMBER] today to complete the interview.

We will also try calling you from a phone number with a 609 area code.

Also, **don't forget to give us permission to contact your child's teacher.** If it's okay for us to ask [[CHILD]/your child]'s teacher some questions, please let us know at [**WEBSITE LINK**]. Your username and password are:

[USERNAME]
[PASSWORD]

We look forward to hearing from you. Your continued participation in the study helps us learn more about home visiting programs!

For more information about MIHOPE:

[WEBSITE]

[PHONE NUMBER]

[EMAIL ADDRESS]



[MIHOPE Study Survey Director], on behalf of the MIHOPE study team
MIHOPE Study Survey Director

MIHOPE Kindergarten Follow-up Contacting Materials

Email reminder:

To: [RESPONDENT EMAIL]

Subject: Don't forget to participate in MIHOPE and receive \$75!

Hi [CAREGIVER],

We have been trying to reach you for the next phase of the MIHOPE study. We'd like to speak with you to see how you and your child are doing now that [[CHILD]/your child] is in kindergarten.

What to do now

1. Complete your interview

Please call [TOLL FREE NUMBER] to complete the phone interview. You will receive \$25 as a thank you for your participation. If we do not hear from you, a MIHOPE staff member will be in your area [DATE] and will try to contact you at your home to complete the interview.

2. Schedule your home visit

A MIHOPE team member will complete a few fun activities with you and your child. You will receive a \$50 gift card and your child will receive a [book or small gift] for doing these activities.

Please call [toll free number] or visit [website] to pick the days and times that work best for you. Your username and password are:

[USERNAME]

[PASSWORD]

If you don't give us your preferred times, we will try to visit your home [soon/in the next week/in the next two weeks].

We look forward to hearing from you. Your continued participation in the study helps us learn more about home visiting programs!

For more information about MIHOPE:

[WEBSITE]

[PHONE NUMBER]

[EMAIL ADDRESS]



[MIHOPE Study Survey Director], on behalf of the MIHOPE study team
MIHOPE Study Survey Director

MIHOPE Kindergarten Follow-up Contacting Materials

Email for caregiver consent for teacher survey (after caregiver interview):

To: [RESPONDENT EMAIL]

Subject: Let MIHOPE contact [CHILD's/your child's] teacher!

Hi [CAREGIVER],

Thank you for just agreeing to let the MIHOPE study team reach out to [[CHILD]/your child]'s teacher!
Please go to the website below to give us your permission electronically.

[WEBSITE]

Your secure username and password are:

Username:

Password:

Thank you!



[MIHOPE Study Survey Director], on behalf of the MIHOPE study team
MIHOPE Study Survey Director

TEXT MESSAGES

First text message:

To: [RESPONDENT CELL NUMBER]

Body: Hello [NAME]! The MIHOPE study team would love to hear from you. Please call [TOLL FREE NUMBER] today to complete or schedule an interview. You will receive a \$25 gift card. Thank you!

Reminder text messages:

To: [RESPONDENT CELL NUMBER]

Body: Thank you for being part of MIHOPE! Please call [TOLL FREE NUMBER] today to complete your interview and receive \$25. Also, if you haven't already, please go to [WEBSITE LINK] to give us permission to contact your child's teacher.

To: [RESPONDENT CELL NUMBER]

Body: Hello! There's still time to complete the MIHOPE interview! Please call [TOLL FREE NUMBER] today to complete or schedule the interview. You will receive a \$25 gift card. Thank you!

To: [RESPONDENT CELL NUMBER]

Body: [NAME], the MIHOPE study team still hasn't heard from you! Please call [TOLL FREE NUMBER] today to complete the interview and receive a \$25 gift card. Thank you!

To: [RESPONDENT CELL NUMBER]

Body: Thank you for being part of MIHOPE! We're still waiting to hear from you! A MIHOPE staff member will be in your area on [DATE] so you can complete the interview. You will receive a \$25 gift card. Thank you!

To: [RESPONDENT CELL NUMBER]

Body: Thank you for completing the MIHOPE interview! As a next step, please call [TOLL FREE NUMBER] to schedule a visit to your home. You will receive a \$50 gift card for doing these activities. Thank you!

To: [RESPONDENT CELL NUMBER]

Body: The MIHOPE team is still waiting to hear from you! Please call [TOLL FREE NUMBER] to schedule a visit to your home to do some fun activities. You will receive a \$50 gift card. Thank you!

To: [RESPONDENT CELL NUMBER]

Body: Hello! There's still time to finish the MIHOPE activities! Please call [TOLL FREE NUMBER] to complete a phone interview and schedule a visit to your home. You will receive \$75 for both activities. Thank you!

[FIELD ADVANCE LETTERS]

Version 1:

[DATE]

Dear [CAREGIVER],

Thank you for completing the MIHOPE phone interview! We hope you enjoy the enclosed \$25 gift card.

What's next

A MIHOPE team member will be visiting your home [on **[DATE]/in the next [week]**] to complete some fun activities with you and your child. You will receive a \$50 gift card, and your child will receive a [BOOK/SMALL GIFT].

What to do now

Thank you for giving us permission to talk to [[CHILD]/your child]'s teacher.

We would like teachers to know that we will be contacting them soon to complete the survey. **Could you please help us and give the attached letter to [[CHILD]/your child]'s kindergarten teacher?**

MIHOPE Kindergarten Follow-up Contacting Materials

If you would like to learn more about the teacher survey, please visit [WEBSITE LINK].

Thank you for participating in MIHOPE. We look forward to seeing you soon!

Sincerely,

[MIHOPE Study Survey Director]

MIHOPE Study Survey Director | P.O. Box 2393 | Princeton, NJ 08543-2393 | [TOLL FREE NUMBER] | [EMAIL ADDRESS]

MIHOPE Kindergarten Follow-up Contacting Materials

Version 2:

[DATE]

Dear [CAREGIVER],

Thank you for completing the MIHOPE phone interview! We hope you enjoy the enclosed \$25 gift card.

As the next step, a MIHOPE team member will be visiting your home to complete some fun activities with you and your child. You will receive a \$50 gift card, and your child will receive a [BOOK/SMALL GIFT] for doing these activities.

What's next

A MIHOPE team member will be visiting your home [on **[DATE]**/in the next **[week]**] to complete some fun activities with you and your child. You will receive a \$50 gift card, and your child will receive a [BOOK/SMALL GIFT].

Thank you for participating in MIHOPE. We look forward to seeing you soon!

Sincerely,

[MIHOPE Study Survey Director]

MIHOPE Study Survey Director | P.O. Box 2393 | Princeton, NJ 08543-2393 | [TOLL FREE NUMBER] | [EMAIL ADDRESS]

Version 3:

[DATE]

Dear [CAREGIVER],

The MIHOPE team wants to talk with you again as part of the study! An interviewer from the MIHOPE study team has been trying to contact you from a phone number with a 609 area code to conduct a phone interview, but has not been able to reach you.

What to do now

1. Complete your interview

Please call [TOLL FREE NUMBER] to complete the phone interview. You will receive \$25 as a thank you for your participation.

2. Schedule your home visit

A MIHOPE team member will complete a few fun activities with you and your child. You will receive a \$50 gift card and your child will receive [BOOK/SMALL GIFT] as a thank you for doing these activities.

Please call [toll free number] or visit [website] to tell us the best days and times that work for you.

If you don't tell us your preferred times for the visit to your home, we will try to visit [soon/in the next week/in the next two weeks].

We look forward to hearing from you. Your continued participation is important and helps us learn more about home visiting. Your opinions and experiences matter and cannot be replaced!

Sincerely,

[MIHOPE Study Survey Director]

MIHOPE Study Survey Director | P.O. Box 2393 | Princeton, NJ 08543-2393 | [TOLL FREE NUMBER] | [EMAIL ADDRESS]



Mother and Infant Home Visiting Program Evaluation

[THANK YOU LETTERS]

Version 1:

[DATE]

Dear [CAREGIVER],

Thank you for recently completing the MIHOPE home visit! We hope you enjoy this \$50 gift card.

If your address, phone number, or email changes in the future, please update your contact information. You can do so by visiting [WEBSITE] or calling [TOLL FREE NUMBER].

We appreciate everything you have done for MIHOPE so far!

Sincerely,

[MIHOPE Study Survey Director]

MIHOPE Study Survey Director | P.O. Box 2393 | Princeton, NJ 08543-2393 | [TOLL FREE NUMBER] | [EMAIL ADDRESS]



Mother and Infant Home Visiting Program Evaluation

Version 2 Part 1:

[DATE]

Dear [CAREGIVER],

Thank you for recently completing the MIHOPE home visit! We hope you enjoy [this/your] \$50 gift card.

There is still time to complete the phone interview. Please call [TOLL FREE NUMBER] today to complete the interview. You will receive a \$25 gift card.

We appreciate everything you have done for MIHOPE so far!

Sincerely,

[MIHOPE Study Survey Director]

MIHOPE Study Survey Director | P.O. Box 2393 | Princeton, NJ 08543-2393 | [TOLL FREE NUMBER] | [EMAIL ADDRESS]



Mother and Infant Home Visiting Program Evaluation

Version 2 Part 2:

[DATE]

Dear [CAREGIVER],

Thank you for recently completing the MIHOPE phone interview! We hope you enjoy this \$25 gift card.

If your address, phone number, or email changes in the future, please update your contact information. You can do so by visiting [WEBSITE] or calling [TOLL FREE NUMBER].

Thank you again for all of your contributions to MIHOPE!

Sincerely,

[MIHOPE Study Survey Director]

MIHOPE Study Survey Director | P.O. Box 2393 | Princeton, NJ 08543-2393 | [TOLL FREE NUMBER] | [EMAIL ADDRESS]



Mother and Infant Home Visiting Program Evaluation

REMINDER POSTCARDS

It is time to check in with you as part of the MIHOPE study!

We want to speak with you again to see how you and your child are doing.

Please call us at **[TOLL FREE NUMBER]** to complete or schedule your phone interview. You will receive \$25 as a thank you.

We look forward to hearing from you soon!

Thank you,
[MIHOPE Study Survey Director]

MIHOPE Study Survey Director

Call 9:00 am to 10:00 pm Weekdays • 11:00 am to 8:00 pm Weekends • Eastern Time



The described collection of information is voluntary. An agency may not conduct of sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0402 and it expires XX/XX/XXXX.

The MIHOPE team has been trying to reach you!

Please call us today at **[TOLL FREE NUMBER]** to complete your phone interview and schedule a visit to your home.

You will receive \$75 as a thank you for completing all of the study activities.

Thank you,
[MIHOPE Study Survey Director]

MIHOPE Study Survey Director

Call 9:00 am to 10:00 pm Weekdays • 11:00 am to 8:00 pm Weekends • Eastern Time



The described collection of information is voluntary. An agency may not conduct of sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0402 and it expires XX/XX/XXXX.

There's still time to participate in MIHOPE!

Help young mothers across the nation by completing the next MIHOPE

The described collection of information is voluntary and will be used to learn how home visiting programs benefit families. 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. The OMB control number for this collection is 0970-0402 and it expires XX/XX/XXXX.



Mother and Infant Home Visiting Program Evaluation

interview!

Please call us at **[TOLL FREE NUMBER]** to complete your interview and schedule a visit to your home.

You will receive \$75 as a thank you for completing all of the study activities.

Your continued participation is very important to us! We look forward to speaking with you soon.

Thank you,
[MIHOPE Study Survey Director]

MIHOPE Study Survey Director



Call 9:00 am to 10:00 pm Weekdays • 11:00 am to 8:00 pm Weekends • Eastern Time

The described collection of information is voluntary. An agency may not conduct of sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0402 and it expires XX/XX/XXXX.

MOTHER BIRTHDAY CARD

Happy Birthday from the MIHOPE study team!

Here's to another year! We want to make sure we will be able to contact you when it's time for the next MIHOPE phase.

Please let us know if you have moved, changed phone numbers, or have a new email address.

Visit **[WEBSITE]** or
call us at **[TOLL FREE NUMBER]**

Your username and password:

[USERNAME]
[PASSWORD]

You can also find updates on the study on [website].

Mother and Infant Home Visiting Program
Informing the future of home visiting



Evaluation

The described collection of information is voluntary. An agency may not conduct of sponsor, and a

person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0402 and it expires XX/XX/XXXX.



Mother and Infant Home Visiting Program Evaluation

FOCAL CHILD BIRTHDAY CARD

Happy Birthday!

Best wishes from the MIHOPE study team on your child's birthday!

Here's to another year! And just like [[CHILD]/your child], the MIHOPE study is a year older too. And that means we want to be sure we can contact you when it is time for the next phase of the study.

Please let us know if you have moved, changed phone numbers, or have a new email address.

Visit **[WEBSITE]** or
call us at **[TOLL FREE NUMBER]**

Your username and password:

[USERNAME]
[PASSWORD]

You can also find updates to the study on [website].

Mother and Infant Home Visiting Program
Informing the future of home visiting



Evaluation

The described collection of information 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. The OMB control number for this collection is 0970-0402 and it expires XX/XX/XXXX.



Mother and Infant Home Visiting Program Evaluation

WINTER HOLIDAY GREETING

Happy Holidays!

The MIHOPE study team wishes you and your family a happy and healthy holiday season!

Please let us know if you have moved, changed phone numbers, or have a new email address.

Visit **[WEBSITE]** or
call us at **[TOLL FREE NUMBER]**

Your username and password:

[USERNAME]
[PASSWORD]

You can also find updates to the study on [website].

Mother and Infant Home Visiting Program
Informing the future of home visiting



Evaluation

The described collection of information 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. The OMB control number for this collection is 0970-0402 and it expires XX/XX/XXXX.

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