

ATTACHMENT J:

MULTI-SITE IMPLEMENTATION EVALUATION OF TRIBAL HOME VISITING (MUSE)

PROGRAM DATA COLLECTION REMINDER EMAILS

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 number for the described information collection is 0970-0521 and the expiration date is 12/31/2021.

MUSE Email Templates

Rapid Reflects

A. MUSE Email Template – Rapid Reflect Tickler

Subject: MUSE Rapid Reflect Reminder

Dear [program staff member name or staff ID],

[Next/This] week is a Rapid Reflect week! Your program will be collecting **Caregiver Rapid Reflects** and completing **Home Visitor Rapid Reflects** on the **MUSE iPads** after home visits with **MUSE caregivers [next/this] week**. The attached report lists the Caregiver's Program ID for your program's MUSE caregivers.

As a reminder, here are the two key Rapid Reflect steps (for more information, please see page [XX] of the MUSE Handbook):

1. Step 1: At the end of a home visit with a MUSE caregiver, the home visitor opens the Caregiver Rapid Reflect to enter the Caregiver's Program ID and their own name or staff ID, then hands the caregiver the MUSE iPad to complete the Caregiver Rapid Reflect. The home visitor gives the caregiver enough space to answer the questions on the Rapid Reflect in privacy.
2. Step 2: The home visitor uses the MUSE iPad to complete the Home Visitor Rapid Reflect immediately after the home visit ends.

Have questions? Contact the MUSE Team!
[MUSE Team contact information]

Thank you,

[MUSE team member name]

Implementation Logs

A. MUSE Email Template – Implementation Log Reminder

Subject: MUSE Implementation Log Reminder

Dear [program coordinator/manager name or staff ID],

Thank you for your continued participation in MUSE. We could not do this study without you! As a reminder, please continue to complete the MUSE Implementation Logs at the beginning of every month to report on activities that took place during the previous month.

Below is a summary of your MUSE Implementation Log activity for the month of **[Insert Month]**.

New Staff Updates

Staff Departure Updates

Training Log

Family Group Events Log

Group Supervision Log

One-on-One Supervision Log

Have questions? Contact the MUSE Team!
[MUSE Team contact information]

Thank you,

[MUSE team member name]

Caregiver Survey

A. MUSE Email Template – Caregiver Survey Report

Subject: MUSE Caregiver Survey Timeline

Dear [program coordinator/manager name or staff ID],

The attached report lists the caregiver IDs for your program's NEW MUSE caregivers. The report shows each caregiver's Survey Data Collection Windows, and whether or not a survey has been completed. We have highlighted any caregivers that have **four weeks or less** to complete one of their Caregiver Surveys. Please use this report to assist your home visitors in administering the Caregiver Surveys. If any of their caregivers are highlighted in the report, please remind your home visitors to conduct the MUSE Caregiver Survey during their upcoming home visits with those caregivers.

As a reminder, here are four key points about the Caregiver Surveys (for more information, please see Tab 4 of the MUSE Handbook):

1. Each caregiver participating in the MUSE Caregiver Surveys will be asked to complete 3 surveys:
 - a. Baseline Survey
 - b. 6-month Survey
 - c. 12-month Survey
2. Caregivers will use the MUSE iPad to complete the Caregiver Surveys
3. Caregiver Surveys are short (15-30 minutes)
4. Caregivers will receive a \$10 gift card after completing the Baseline Survey, a \$15 gift card after completing the 6-month Survey, and a \$15 gift card after completing the 12-month Survey.

Have questions? Contact the MUSE Team!
[MUSE Team contact information]

Thank you,

[MUSE team member name]