

ATTACHMENT 1  
EMAIL TEMPLATES

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## Child Maltreatment Incidence Data Linkages

### Email Template: Initial Data Collection Contact

Subject: Data collection for the Child Maltreatment Incidence Data Linkages project

Dear [INSERT NAME],

I am writing to you on behalf of the Child Maltreatment Incidence Data Linkages project team at Mathematica Policy Research. As you may know, this project focuses on administrative data linkage practices to better understand the incidence of child maltreatment and related risk and protective factors.

The project includes a study to examine promising data linkage practices and the contextual and organizational factors that support them. We would like to discuss with you the information we hope to collect about your project through the study.

We'd like the opportunity to speak with you or your designee by phone for no more than 30 minutes. During the call, we hope to learn more about [SITE NAME] and discuss who may be the best people for us to interview and to complete brief questionnaires.

Attached is a summary of the types of people we hope to interview and the topics covered in the interviews and questionnaires.

Please let me know a time that works for you. Below are a few suggestions.

[TIME SUGGESTIONS]

Thank you,

[INSERT NAME]

#### The Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to gather preliminary information about promising practices for administrative data linkage and analysis to better understand the incidence of child maltreatment and related risk and protective factors. 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 M. Cay Bradley; [CBradley@mathematica-mpr.com](mailto:CBradley@mathematica-mpr.com); Attn: OMB-PRA (0970-0356).

## Child Maltreatment Incidence Data Linkages

### Email Template: Telephone Interview Meeting Request

Subject: Interview for the Child Maltreatment Incidence Data Linkages project

Dear [INSERT NAME],

I am writing to you on behalf of the Child Maltreatment Incidence Data Linkages project team at Mathematica Policy Research. As you may know, this project seeks to identify and enhance existing administrative data linkage practices related to understanding the incidence of child maltreatment and related risk and protective factors.

The project includes a study to examine promising data linkage practices and the contextual and organizational factors that support them. As part of this study, we would like to talk with you about the implementation of the CMI Data Linkages study in [SITE NAME] and your role and experiences in each phase of the data linkage and analysis process so far.

We'd like the opportunity to speak with you by phone for [ONE HOUR/ONE AND A HALF HOURS]. During the call, we hope to learn more about [SITE NAME] and about the activities completed for your study, the people involved, practices and techniques that helped you accomplish the activities, challenges that arose, and any lessons learned.

Attached is a brief description that provides additional background on the CMI Data Linkages project.

Please let me know a time that works for you. Below are a few suggestions.

[TIME SUGGESTIONS]

Thank you,

[INSERT NAME]

#### The Paperwork Reduction Act Statement

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## Child Maltreatment Incidence Data Linkages

### Email Template: Questionnaire Request (Personnel and Non-personnel Resources)

Subject: Questionnaire Request for the Child Maltreatment Incidence Data Linkages Project

Dear [INSERT NAME],

I am writing to you on behalf of the Child Maltreatment Incidence Data Linkages project team at Mathematica Policy Research. This project seeks to identify and enhance existing administrative data linkage practices related to understanding the incidence of child maltreatment and related risk and protective factors.

This project includes a study to examine promising data linkage practices that can inform the ongoing and accurate surveillance related to child maltreatment incidence and as well as future prevention and treatment efforts. We are now at a stage where we are examining how these practices were implemented, including the resources used by each site to carry out their projects.

We'd like the opportunity to have you respond to a short questionnaire we have prepared. The questionnaire asks about [SITE NAME] personnel and non-personnel resources used to link and analyze data. We estimate that completing this questionnaire should take no longer than 30 minutes.

Attached is the questionnaire. Please return this questionnaire by [MONTH, DAY]. Please reach out to our team if you have any questions or concerns about completing the questionnaire.

Thank you,

[INSERT NAME]

#### The Paperwork Reduction Act Statement

The described collection of information is voluntary and will be used to gather preliminary information about promising practices for administrative data linkage and analysis to better understand the incidence of child maltreatment and related risk and protective factors. 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 M. Cay Bradley; [CBradley@mathematica-mpr.com](mailto:CBradley@mathematica-mpr.com); Attn: OMB-PRA (0970-0356).

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ATTACHMENT 2

TOPICS AND RESPONDENTS FOR INTERVIEWS AND QUESTIONNAIRES

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## Child Maltreatment Incidence Data Linkages

### Topics and Respondents for Interviews and Questionnaire

The CMI Data Linkages project includes a study to examine promising data linkage practices that can inform ongoing and accurate surveillance related to child maltreatment incidence and future prevention and treatment efforts. As part of this study, researchers from Mathematica Policy Research (Mathematica) will collect information about your CMI Data Linkages project through interviews with project staff and a brief questionnaire.

**Interviews with project staff.** The Mathematica team will conduct two rounds of interviews with project staff in each site. The first round of interviews is expected to occur in the first quarter of 2019, and the second round of interviews is expected to occur in the first or second quarter of 2020. The interviews will cover a variety of topics; the focus of questions in each round of interviews will reflect the plans for your project and its current status.

In general, we expect interview respondents to include: (1) the principal investigator or project lead; (2) administrators or managers at agencies that provide administrative data; (3) research staff involved in the project; (4) staff with responsibility for information technology, data management, and data security; and (5) staff with responsibility for legal issues related to partnerships and data sharing. We anticipate speaking to up to 8 people in each site. Table 1 summarizes the topics and expected respondents for the interviews.

Table 1. Topics and expected respondents for interviews

Topic	Expected respondent(s)
Key characteristics of participating agencies/organizations, partnerships, and project plans	Principal investigator/project lead
Local context (demographics and relevant policies)	Principal investigator/project lead
Organizational capacities in participating agencies/organizations	Principal investigator/project lead, administrators or managers at agencies that provide data
Activities to link and analyze data, including (1) exploring research questions and data sources, (2) sharing/acquiring data, (3) preparing and linking data, (4) analysis, and (5) reporting.	Principal investigator/project lead, administrators or managers at agencies that provide data, research staff, staff with responsibility for data management, staff with responsibility for legal issues
Factors that facilitate or hinder enhancements to data linking and analysis.	
Financial and human resources for linking and analyzing data	Principal investigator/project lead
Cross-site collaboration, peer support, and technical assistance	Principal investigator/project lead, research staff
Assessment of project findings	Principal investigator/project leads

**Questionnaire on use of personnel and non-personnel resources.** Once per quarter while sites' projects are active, the Mathematica team will send sites a questionnaire that requests information on the types and amounts of resources used, purchased, or received to complete the project (for example, personnel time and information technology). The respondents to this questionnaire should be people who are familiar with the use of staff time and other resources in agencies or organizations participating in the project.

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ATTACHMENT 3  
PROJECT DESCRIPTION

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# Child Maltreatment Incidence Data Linkages

## Project Overview

Accurate and ongoing surveillance of the incidence of child maltreatment and related risk and protective factors can help shape prevention and intervention efforts. One promising approach to capturing this information is by linking local, state, or federal administrative data, such as those from child welfare, health, social services, education, and public safety agencies.

The goals of the Child Maltreatment Incidence Data Linkages (CMI Data Linkages) project are to (1) identify sites that are using linked administrative data to examine child maltreatment incidence and related risk and protective factors and (2) support the sites in scaling or enhancing those linkages. The project team will provide selected sites with access to experts to help solve any challenges and to support a collaborative learning network that facilitates communication and information sharing. Through the design and execution of a multisite feasibility study, the project team will also examine factors that promote or impede the scaling and enhancement of integrated administrative data. These factors may include state and local contexts, resources, organizational capacity, peer support, training, and existing infrastructure.

This project began in October 2017 and is funded by the Administration for Children and Families' Office of Planning, Research, and Evaluation, in partnership with the Children's Bureau (CB). The project is being conducted by Mathematica Policy Research and partners at Washington University in St. Louis.

## Project Contacts

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Matthew Stagner, project director	<a href="mailto:mstagner@mathematica-mpr.com">mstagner@mathematica-mpr.com</a>	(312) 994-1044



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