

**Strengthening Child Welfare Systems Evaluation  
Email Regarding Data Collection Activities and Participants**

**Subject:** Strengthening Child Welfare Systems Evaluation

Dear [Grant Project Director/Manager]:

We are writing regarding the Strengthening Child Welfare Systems (SCWS) evaluation. We wanted to schedule a time to talk with you to discuss upcoming data collection activities for the study and to obtain contact information from you of grant staff, evaluator(s), and community partner agency staff who have knowledge and experience with the implementation and/or evaluation of your grant strategies and interventions who may be interested and available to participate in data collection. As a reminder, the evaluation and data collection activities are a component of the grant and the focus is to (1) understand the implementation processes of grant interventions and (2) examine whether and the degree to which grant recipients were able to address common Child and Family Services Review outcomes.

The following are some dates and times we are available to schedule a call. Please let us know which of the following dates/times you are available, and we will send an Outlook invitation for the call.

[enter dates/times]

Please let us know if you have any questions.