

Instrument 3

Document Review Request

Subject: Request for Documents for HV-REACH Project

To: [Centralized Intake Administrator/Home Visiting Program Director]

From: [Mathematica research team liaison]

Dear [Centralized Intake Administrator/Home Visiting Program Director],

Thank you for agreeing to participate in the HV-REACH project. I am following up with you about the documents we discussed during our conversation.

[FOR Centralized INTAKE ADMINISTRATORS] As we discussed, in addition to interviews with staff and families, I would appreciate you sending me documents containing information about how your centralized intake system, [name of centralized intake system], operates. This might include written procedures or practices for your system to document and track (1) outreach, screening, referral, or enrollment processes; (2) referral pathways or maps; (3) roles of home visiting programs or other partners; (4) criteria about which families to reach out to or screen for home visiting, as well as other types of materials; and (5) summary reports with numbers of families screened or referred by the system. When we talked on [DATE], you indicated that you would be able to provide the following documents, but let me know if any others come to mind:

[FOR HOME VISITING PROGRAM DIRECTOR] As we discussed, in addition to interviews with staff and families, I would appreciate you sending me documents that your program has and can share about your centralized intake system, [name of centralized intake system], including procedures or practices about how the system operates or summary reports with numbers of families screened or referred by the system. When we talked on [DATE], you indicated that you would be able to provide the following documents, but let me know if any others come to mind:

[LIST OF DOCUMENTS DISCUSSED]

Please send us documents via email or upload the documents to the project's Box site: [LINK]. **Please make sure these documents do not include any personally identifying information about individual families or staff.**

It would be great if you could provide them by [DATE], so I have a chance to look at them before the interviews.

Thank you for your time, and please do not hesitate to reach out with any questions or concerns.

Sincerely,

[Name and title of Mathematica research team liaison]

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