

Appendix C

Home Visiting Program Recruitment Email



Subject: Request to Participate in a Centralized Intake Project for the Administration for Children and Families

To: [Home Visiting Program Director]

From: [Mathematica Research Team Liaison]

Dear [Home Visiting Program Director],

I am writing to you because your community uses a centralized intake system, [name of Centralized Intake system], that we are interested in studying as part of the Understanding and Expanding the Reach of Home Visiting (HV-REACH) Project. [Centralized Intake nominating party] recommended your home visiting program for this project because they recently referred families to you for [name of home visiting program].

The HV-REACH project is studying centralized, coordinated, and collaborative ways of screening and matching families to a home visiting program in their community. Beginning in [month year], the project team will conduct interviews with seven selected centralized intake systems as well as staff and families from their partnering home visiting programs.

Participation in this project will support efforts to improve processes used for outreach, screening, referrals, and enrollment of families, particularly those that are not being consistently reached. Further details on the project and what participating in the project will involve can be found in the attached FAQ.

[Mathematica](#), an independent research organization, is leading this project in partnership with the [Brazelton Touchpoints Center](#) and [Social Grove](#). The [Administration for Children and Families](#) at the [U.S. Department of Health and Human Services](#) is funding the project, in collaboration with the [Health Resources and Services Administration](#) (HRSA).

I will call you soon to discuss your organization's interest in participating in this project, and to ask you some questions to confirm that you recently received referrals from [the Centralized Intake organization]. During this call, I will provide additional details about the project and answer any questions you have.

If your home visiting program is eligible and agrees to participate, I or another member of my team will follow up to schedule virtual [or in-person, if site chooses that option] interviews, which we hope to begin in [month year]. In appreciation for your time assisting us with coordinating staff interviews and recruiting families for the project, your organization will receive \$200. The staff who assist us in coordinating project activities will each receive \$100. All staff and families that participate in interviews will receive \$40 [or \$55, if site chooses in-person option] as a token of appreciation.

Please let me know if any of the following days and times work for you. If they do not, please suggest days and times that would work better for you. I understand

you are busy, so I will reach out to you if I do not hear from you in the next couple of days.

- [Day/time 1]
- [Day/time 2]
- [Day/time 3]

The project team appreciates your consideration and will remain attentive to your needs, as well as your staff and families' needs. If you have questions about the project or your involvement in it, please contact me at X@mathematica-mpr.com or (XXX) XXX-XXXX.

Sincerely,

[NAME of Mathematica Research Team Liaison]