VII. DATA COLLECTION PLAN

The data collection plan includes gathering both quantitative and qualitative data—primarily through a web-based system, site visits, and a partner survey. EBHV grantees will enter data into the web-based system to inform three domains: (1) fidelity to the evidence-based model, (2) systems change, and (3) costs of home visiting programs. Some of these data will overlap with data that grantees will collect as part of their local evaluations. Grantees will enter data into the system monthly, although specific elements will vary in how often they are entered. The EBHV cross-site evaluation team, in collaboration with the grantees, will conduct two rounds of site visits to all grantees to gather data for all evaluation domains. The visits will take place in spring 2010 and spring 2012. The partner survey will support the systems domain and be administered at three time points. The first two administrations will coincide with the site visits in spring 2010 and spring 2012. The final administration will occur at the end of the grant period, in summer 2013. Additional data sources will include documents provided by grantees, administrative data provided by program model developers, and county-level maltreatment data. All data collection instruments are included in Volume II of the design report.

Web-Based System

The web-based data entry system designed specifically for the EBHV cross-site evaluation will be an important data collection source and will ensure that data are collected in a uniform manner from all EBHV grantees. A web-based system is a flexible tool for gathering information across evaluation domains. The system will be hosted by Mathematica, and all its technical aspects are being developed by Mathematica information systems experts. The content and specific questions in the web-based system are drawn from the collaborative evaluation design work conducted through the Peer Learning Network. The system will serve as a primary data collection source for information on the characteristics of the families served, home visits provided by staff at service delivery locations, home visitor characteristics, grantees' activities on systems change efforts and progress toward identified goals, and financial information about the total and program component costs. Grantees will enter data monthly, with the evaluation domains reported in a given month varying based on the needs of each domain (for example, some collections will be biannual, while others will be monthly) and the need to ensure receipt of high-quality data (higher-frequency collection is expected to support higher-quality data).

Strategies for Minimizing Grantee Burden

To minimize the time needed for data entry, the cross-site evaluation team will consult with grantee staff as the team designs and develops the web-based system. We have already taken the following steps to minimize staff burden:

- We will use a web-based system so that no software installation will be required and data can be entered from any computer with internet access. This is especially important for grantees with more than one implementing agency and service delivery location.
- Data will be collected in a central database automatically, in real time, so that grantees will not need to periodically upload data or transmit it to Mathematica.
- When designing the data entry screens, we will use check boxes and drop-down lists as much as possible to reduce the time required for data entry.
- We will collect a limited, focused set of data on grant components that are most central to addressing the EBHV cross-site evaluation research questions.
- Fidelity data on families served and home visits provided will build on information that grantees must collect for their respective home visiting program models.
- We will design, and provide grantees with, *optional* hard-copy forms to collect information for later entry into the web-based system. Staff at implementing agencies or service delivery locations can collect and record necessary information on the forms as they are providing or arranging services, then enter the information into the system later, perhaps once a month.

Web-Based System Users

The primary users of the web-based system will be the EBHV grantees, who are the direct recipients of the grant. Selected components of the web-based system will ask for information from the agency that directly delivers home visiting services. Some grantees contract or partner with one or more implementing agencies to deliver services. In turn, implementing agencies may have one or more service delivery locations they oversee. When there is one location for an implementing agency, the location and implementing agency are typically one and the same. When there is more than one service delivery location, an implementing agency oversees a set of service delivery locations. Thus, while the web-based system asks that grantees make sure data entry is completed, it specifies two data reporters: (1) EBHV grantees, and (2) service delivery locations.

Web-Based System Design

We are designing the system to be as user-friendly as possible. To use the system, each grantee and its service delivery locations must have access to a computer with an internet connection. Users will enter the system through a log-on screen by entering a password stored in the system for each user. Grantees will designate their own user names and passwords, which Mathematica staff will then program into the system. The system will be able to accommodate multiple user names and passwords for each grantee, including staff from service delivery locations.

To support system planning and design, Mathematica's grantee liaisons obtained contact information for the person on each grantee's team responsible for data management. The Mathematica web-based system development team will work with the EBHV grantees and their data managers to learn about their existing data systems and determine whether they have any existing data-sharing or data confidentiality requirements that must be taken into account.

Web-Based System Content

The web-based system will capture data for three cross-site evaluation domains: (1) fidelity, (2) systems, and (3) costs. Table VII.1 summarizes the categories of measures we plan to collect for each domain.[17] As part of our web-based system development process, we are consulting with federal staff, grantee representatives, and other stakeholders to refine the specific measures and will modify them as needed.

Table VII.1 Web-Based Data Collection Domains and Measures, Frequency of Collection, and Data Reporters

Domain and Measure	Frequency of Collection	Data Reporter
Fidelity Domain		
Program-level descriptive data	Baseline	Service delivery location
Staff characteristics	Baseline with ongoing updates for attrition	Service delivery location
Program-level service data	Monthly	Service delivery location
Participant characteristics	Baseline	Service delivery location
Participant-level service data	Ongoing	Service delivery location
Systems Domain		
Infrastructure development goals	Semiannual	Grantee
External environment – changes and key events	Semiannual	Grantee
Program successes and challenges	Semiannual	Grantee
Infrastructure capacity	Semiannual	Grantee

[17] Further detail on the specific measures to be collected in the web-based system was presented in earlier chapters of this design report. Volume II of the design report includes the instruments supporting development of the web-based system.

Table VII.1 (continued)

Domain and Measure	Frequency of Collection	Data Reporter
Cost Domain		
Aggregate program costs	Once	Service delivery location
Program component costs	Once	Service delivery location

As part of our assessment of fidelity to the EBHV grantee-selected program models, the web-based system will collect data on five categories of measures. At the program level, service delivery locations will provide descriptive data on their program's staffing and service capacity and aggregate service data on staff caseloads and supervisory sessions. For staff characteristics, service delivery locations will provide descriptive data on each supervisor and home visitor. For each family served by the service delivery location, the web-based system will request descriptive information on the characteristics of the participating children and caregivers and service information on the number and content of home visits.[18] Chapter III provides additional information about the fidelity measures.

For the systems domain, the web-based system will ask grantees to report on infrastructure development goals, factors external to the grant initiative that may affect infrastructure development and systems change, successes and challenges in meeting infrastructure development goals, and infrastructure capacity. For infrastructure development goals, grantees will report on their personalized short- and long-term goals by describing whether each goal is attained and, if not attained, the grantees' progress toward achieving each goal. The web-based system will also ask grantees to report on changes external to the grant and how these changes affected grant operations and to describe successes and challenges in developing infrastructure capacities.

The web-based system will collect two types of cost information. First, service delivery locations will report total aggregate program costs to deliver home visiting services. Total costs will include all financial costs, the value of volunteer labor and in-kind resources associated with delivering home visiting services, and the value of essential infrastructure supporting program delivery, such as staff supervision, and training and monitoring of fidelity. Second, for program

[18] The WAI-Adapted participant data will be collected and entered by the local evaluators in order to protect confidentiality of the respondents.

component costs service delivery locations will report on how staff time is allocated across operational activities.

Schedule for Data Entry

We anticipate receiving Office of Management and Budget (OMB) clearance by January 2010. If we meet that schedule, we will be able to implement the web-based system in January 2010, a few months after the start of the EBHV grantees' implementation period in October 2009. We will collect information through the web-based system during the grantees' four implementation years, which conclude in September 2013.

We will request that EBHV grantees enter data into the web-based system at least monthly, though the actual data required each month will vary across data elements (Table VII.1). The fidelity domain will require the most frequent data entry, as all categories of measures will require baseline and/or monthly entry. Baseline entry will be defined as the time of hire for staff characteristics and time of program entry for participants. After entering staff characteristics at baseline, additional data on staff characteristics will be required only as staff turnover occurs. Semiannual entry for elements in the systems domain will match the progress report timing and allow for regular reporting. The cross-site evaluation will request that grantees enter aggregate program costs and labor costs for selected program components into the web-based system as part of their data entry for FY 2011. These data will be received before the site visits conducted in spring 2012 to allow site visitors to clarify the cost data, as needed, while on-site. The data collection will occur at this frequency throughout the initiative to ensure receipt of high-quality data and support responsive technical assistance by the cross-site evaluation team when data quality concerns are detected. In addition, asking for monthly data will ensure that grantees and their implementing agencies remain up-to-date with their collection and entry of data.

Technical Assistance and Support for System Users to Ensure Data Quality

The EBHV cross-site evaluation team will provide initial training and ongoing technical assistance to grantees to ensure that staff can effectively enter information into the web-based system throughout the data collection period with minimal difficulties. We will provide three main types of support: (1) a user's manual and data dictionary, (2) system orientation and data entry training through conference calls with grantees, and (3) ongoing technical assistance from cross-site evaluation staff by telephone and email.

We will develop a user's manual that will explain in clear, concise language the functions of the web-based system and a data dictionary. The manual will include screen shots in color so that grantee staff can read about different functions while seeing what the computer screen should look like at each step. As noted earlier, we will also provide *optional* forms that match data entry screens, which staff can complete in the field and bring back to a central location for later data entry. The data dictionary will provide definitions of terms for the cross-site evaluation and will allow for consistent use of terms across data collection modes.

We will work with grantees, their implementing agencies, and their service delivery locations to set up user passwords. We will send copies of the user manual, with instructions for logging into the system. Grantee, implementing agency, and service delivery location staff will have at least one week to review the manual before we provide initial training on the web-based system by teleconference. The evaluation team will set up conference calls and provide a toll-free telephone number to grantees, implementing agencies, and service delivery locations for these calls. Each grantee, implementing agency, and service delivery location will need to participate in one two-hour call. Ideally, grantee staff and staff from their implementing agencies and service delivery locations will participate in the same conference call. We will attempt to schedule approximately four to six grantees per call. During the call, users will log in to the system online, and staff will walk them through all the system functions and data entry screens.

Cross-site evaluation staff will also be available to provide ongoing technical assistance to grantees by telephone or email throughout the data collection period. A research assistant will be designated as the primary contact for grantees, and web-based system users will receive telephone and email contact information for the research assistant. Other team members will serve as backup, as needed, to answer questions and resolve difficulties. We expect that most technical assistance questions will be addressed immediately, and all within one business day.

To maintain the quality and completeness of the data, we will expect grantees to ensure that information is entered into the web-based system for their grant at least monthly. To ensure that data entry procedures are implemented correctly, we will monitor data entry closely during the initial months of the data collection period and at least monthly after that. Because the data will be collected in a central database automatically, in real time, we will be able to monitor the status of data entry for particular grantees at any time. Problems with quality and completeness of the data can be identified quickly. When we identify problems, we will contact grantees and work with them to resolve the problem.

Site Visits

Mathematica cross-site evaluation team members will make two multiple-day site visits to each grantee during the grant period. As described in Chapter VI, the first visit, in spring 2010, will focus on understanding the planning process and initial implementation for each grantee. The second visit, in spring 2012, will document implementation evolution and maturation, as grantees will most likely be operating at a steady-state implementation level by this time. Although the content of each visit will vary according to implementation stage, the type of activities and sources of data collection are likely to be similar across visits. Activities will primarily include individual or group interviews and/or focus groups. During the second site visit in 2012, the EBHV cross-site evaluation team may also schedule observations of EBHV grant program activities or meetings or review selected case files of families participating in home visiting programs. Visits will be conducted by a two-person team consisting of Mathematica grantee liaisons and research analysts.

Interview and Focus Group Participants

Each visit will consist of interviews—individual or group—and focus groups with key staff and stakeholders involved in the grant's operations. Site visit interviews and focus groups will be used to gather, from specific participants, in-depth information that is needed only once or twice during the grant period.

To identify potential respondents, we will review the data the grantee has entered in the web-based system for the fidelity and systems domains, then confirm those respondents during discussions with grantees and local evaluators. With guidance from the grantee and local evaluator, we intend to select respondents representative of the key staff and stakeholders involved in the grantee's efforts. Selected respondents will represent efforts both to build infrastructure to support home visiting programs and to implement services. Specifically, we will identify at least one respondent from each infrastructure level at which the grantee is working and at least one respondent involved in each infrastructure development goal (to support implementation with fidelity, scale-up, and sustainability). Respondents will likely include:

- ***Lead EBHV Grantee Staff:*** People responsible for the planning and implementation of the EBHV grant. Depending on the grant's structure, these people may be in the agency implementing the program or at a separate organization.
- ***Local Evaluation Team Members:*** Each EBHV grantee-selected person or organization to conduct the local evaluation of its grant. Local evaluators are from state agencies, universities, or research organizations.

- ***Program Model Purveyors:*** The person or organization that developed the EBHV grantee-selected program being implemented and that will certify the grantee and its implementing agencies to deliver its program.
- ***Partners — Private and State-Level Funders:*** People representing organizations that are providing, or may provide, funding for home visiting programs in the areas served by the grant.
- ***Partners — Referral Sources:*** Representatives from community organizations with which EBHV grantees and their implementing agencies work to identify families eligible to receive home visiting services.
- ***Other Partners:*** Individuals and representatives of organizations that partner with the EBHV grantee to develop the capacity to implement, scale up, and sustain the EBHV grantee-selected programs. These partners may be associated with state or county child welfare offices; be a Community-Based Child Abuse Prevention (CBCAP), Early Childhood Comprehensive Systems (ECCS), or Project LAUNCH grantee; or participate in steering or planning committees organized by the grantee.
- ***Direct Service Providers:*** EBHV grantees work with implementing agencies and service delivery locations to deliver home visiting services. At implementing agencies and locations, program managers, supervisors, and home visitors serve as direct service providers through their work with families.

Interview and Focus Group Guides

As part of the EBHV cross-site evaluation's OMB clearance package, we developed a master interview and focus group discussion guide that identifies the range of questions to be asked during each visit and the respondent categories (see Volume II of the design report for the master discussion guide). The master discussion guide will steer development of respondent-specific discussion guides tailored to the role and perspective of each respondent category. Site visit teams assigned to each EBHV grantee may further refine the discussion guides to meet the circumstances of a particular grantee.

The master guide, organized into 10 categories of questions, encompasses all the cross-site evaluation domains:

1. Introduction
2. EBHV Grantee Characteristics and Context
3. EBHV Grantee Planning, Implementation, and Sustainability
4. Home Visiting Operations and Workforce Development

   A. National Program Model Certification

   B. Workforce Training and Supervision

C. Home Visiting Service Delivery

D. Time Allocation by Program Category

E. Monitoring Service Delivery

F. Home Visiting Operations Successes and Challenges

5. Partnerships and Collaborations
6. Building Community and Political Support
7. Communication
8. Building Fiscal Capacity
9. EBHV Grantee Logic Models and Intended Outcomes
10. EBHV Grantee Successes and Challenges

Through the discussion guides, we will explore questions with multiple participants in different roles to triangulate information and to compare responses across participants with different perspectives. Most questions in the discussion guides will be open-ended to allow a range of responses. The guides will include probes to provide site visitors with guidance on the type of in-depth information needed. When appropriate, we will develop questions that incorporate scales (or other limited-response categories) to make it easier to gather objective information for comparison across grantees. We will develop discussion guides for each round of site visits. The second-round discussion guides will build on those developed for the first round, as well as what we learned in the first round, and will include a core set of questions to make comparison across implementation stages easier.

Site Visit Selection of Implementing Agencies and Locations

EBHV grantees vary in the number of home visiting program models they are implementing and in the number of implementing agencies/service delivery locations providing services. For the cross-site evaluation, grantees identified the home visiting program models and number of implementing agencies from which they would collect cross-site evaluation data. Some grantees specified a methodology for selecting the specific implementing agencies. Other grantees still need to determine their approach.

We will select program models and implementing agencies for site visits based on grantees' plans. Table VII.2 identifies our preliminary understanding of the number of implementing agencies and plans for the number to be selected for site visits for each grantee. Ideally, we will visit at least one implementing agency for each home visiting model in the cross-site evaluation. We may visit more than one implementing agency if the grantee is implementing only one model, the implementing agencies are near each other, and there is analytic value in visiting more than one agency. If there is more than one implementing agency, we will work with grantees to determine how many and which ones to visit. To ensure cost-effectiveness of visiting selected agencies during a single visit, we will choose agencies located near each other.

Site visits will range from two to four days, depending on the number of implementing agencies. We plan to spend one day during each visit conducting interviews with grantee and local evaluation staff, as well as with representatives of the grantee's partners. We will then allocate one additional day on-site per selected implementing agency.

Planning and Scheduling Visits

To schedule the site visits efficiently with 17 grantees, we will designate a lead member of each site visit team to plan and schedule all visit activities. The EBHV cross-site evaluation grantee liaison will do this for the first visit in 2010; the senior member of the team conducting the second site visit will do this for the second visit in 2012. To initiate planning, site visitors will conduct a telephone call with each grantee and distribute a memo documenting the scheduling process. This call, which will occur about six weeks before the target date for the visit, has four key purposes: (1) to review the activities planned during the visit and identify the appropriate participants for each activity (Table VII.3 presents a preliminary activity list for the 2010 site visits); (2) to identify the key grant contact who can help the site visit team with scheduling and coordination; (3) to establish a scheduling and coordination process; and (4) to determine dates for the visit. Our objective will be to schedule each visit so that we can obtain rich information for the cross-site evaluation while minimizing disruption to the other activities and responsibilities of the grant staff and partners.

After the preparatory discussion, the lead site visitor will send a memo to the grantee's point of contact, summarizing the discussion, outlining the activities to take place during the visit, and providing guidance for scheduling the activities. The lead site visitor will continue to coordinate with the point of contact until the site visit agenda is finalized, which will be at least two weeks before the site visit date. During the planning process, the lead site visitor will regularly communicate with the EBHV cross-site evaluation site visit task leader to ensure that appropriate activities are scheduled to provide consistency and comparability across grantees, yet allow flexibility in recognition of grantees' varying goals and strategies.

Table VII.2 Implementing Agencies to Be Selected for Site Visits (Preliminary Estimates)

State	Grantee	EBHV Grantee-Selected Program Model	IAs per Program Model	IAs to Be Selected for Site Visit	Site Visit Length (Days)
CA	County of Solano, Department of Health and Social Services	NFP	TBD	1	2
CA	Rady's Children's Hospital, San Diego	SC	1	1	2
CO	Colorado Judicial Department	SC	1	1	2
DE	Children & Families First	NFP	3	1	2
HI	Hawaii Department of Health	HFA	2	1	2
IL	Illinois Department of Human Services	NFP	2	1	4
		HFA	3-5	1	
		PAT	3-5	1	
MN	Minnesota Department of Health State Treasurer	NFP	5	1	2
NJ	New Jersey Department of Children and Families	NFP	23	1	4
		HFA	9	1	
		PAT	2	1	
NY	Society for the Prevention of Cruelty to Children, Rochester	NFP	1	1	3
		PAT	1	1	
OH	St. Vincent Mercy Medical Center	HFA	1	1	2
OK	The University of Oklahoma Health Services Center	SC	2	2	3
RI	Rhode Island Kids Count	NFP	1	1	2
SC	The Children's Trust Fund of South Carolina	NFP	6 (or 2)	1	2
TN	Child and Family Tennessee	FC	1	1	3
		NFP	1	1	
TN	Le Bonheur Community Outreach	NFP	1	1	3
		HFA	1	1	
TX	DePelchin Children's Center	Triple P	1	1	2
UT	Utah Department of Health	HFA	3	1	3
		NFP	1	1	

Source: EBHV Grantees Implementation Plans submitted in June 2009. These are preliminary estimates subject to change based on grantee plans and funding situations.

Note: Visit length, presented on the first row for each grantee, calculated as one day for grantee staff plus one day per implementing agency.

FC = Family Connections; HFA = Healthy Families America; NFP = Nurse-Family Partnership; PAT = Parents as Teachers; SC = SafeCare; EBHV = evidence-based home visiting; IA = implementing agency; TBD = to be determined.

Table VII.3 Preliminary Spring 2010 Site Visit Activities, Participants, and Interview Time

Activity and Participants	Approximate Interview Time
EBHV Grant Lead – individual (or small-group) interview with lead staff for EBHV grant	1.5 hours
Other EBHV Grant Staff – small-group interview with other organizational staff with EBHV grant responsibilities	1 hour
Local Evaluation Team – individual (or small-group) interview with team conducting the local EBHV grant evaluation	1.5 hours
Partner: Funder – small-group interview with people representing organizations that are providing, or may provide, funding for home visiting programs	1 hour
Partner: Referral Source – small-group interview with representatives from community organizations with which EBHV grantees and their implementing agencies work to identify families eligible to receive home visiting services	1 hour
Other Partners – small-group interview with individuals and representatives of organizations that partner with the EBHV grantee to develop the capacity to implement, scale up, and sustain home visiting programs	1 hour
Implementing Agency: Manager – individual interview with manager or lead staff at the agency implementing the home visiting program as part of the grant	1.5 hours
Implementing Agency: Supervisors – focus group with home visitor supervisors at the agency implementing the home visiting program as part of the grant	1.5 hours
Implementing Agency: Home Visitors – focus group with home visitors at the agency implementing the home visiting program as part of the grant	1.5 hours

EBHV = evidence-based home visiting.

Each site visit will balance the need to gather common data across grantees with the individual goals and efforts of each grantee. To achieve this, we will allocate time to accommodate the structure and organization of each grantee and to ensure that we develop an understanding of the context in which each grantee is influencing systems and supporting the implementation of home visiting programs. We will work with each grantee to tailor the site visit agenda to ensure that we conduct activities that allow us to fully understand the grantee's design and implementation efforts. We need to ensure that our planned agenda reflects the grantee's focus, as grantees vary in the emphasis they place on direct services and infrastructure building. For example, several grantees are not directly working with a selected home visiting program and are instead using this grant to focus solely on building infrastructure to support home visiting programs. In these sites, we will likely spend less time with direct service staff and more time with people involved in infrastructure development, such as partners and committee members.

Participant Identification and Recruitment

To identify and recruit participants for interviews and focus groups, we will, during the preparatory call for each site visit, gather lists of involved individuals and their role in grant activities. We will ensure that we identify people for each type of interview or focus group. As much as possible, we will speak with everyone involved in key grant activities. While we may not be able to coordinate with everyone identified, we will ensure that all interview participant categories are covered, to develop a thorough understanding of grant implementation.

We also plan to conduct two focus groups at each implementing agency during each site visit. We anticipate that one group will include supervisors of home visitors and the other will include home visitors. To select participants for each focus group, we will ask the grantee's point of contact for a roster of supervisors and home visitors. Depending on the number on each list, we will recruit all supervisors and home visitors, or a subset. The goal will be to convene focus groups with up to 10 people (although smaller groups are possible, depending on the number of direct service staff). We will adapt our selection and recruitment strategy to try to reach this number, and we will engage the grantee point of contact in focus group recruitment.

Site Visit Data Quality

We will take several steps to ensure consistent, high-quality data collection across grantees. Before conducting each round of site visits, we will provide comprehensive training to all site visitors to review the study's objectives, the cross-site evaluation design, and the data collection procedures. At a minimum, training sessions will cover the following topics:

- Background information on child welfare, home visiting, and the goals and objectives of the supporting EBHV grantee cluster
- Cross-site evaluation design and analysis plan
- Guidelines for setting up site visits, including conducting a preparatory telephone call and scheduling activities
- Data collection instruments (interview and focus group guides)
- Interview templates for writing up site visit notes that will be used to ensure reporting consistency
- Interview and focus group moderating techniques

In addition to site visit training, we will take other steps to ensure consistent, high-quality data collection. After we conduct an initial set of site visits, the site visit team will debrief about them, discuss any issues that have come up, and ensure that staff are following consistent procedures. Senior team members will also review and provide feedback on site visit interview write-ups to ensure coverage of all topics and request additional information, if gaps are detected.

Partner Survey

Collaboration among partners involved in each EBHV grant project is a central strategy for building infrastructure capacity to implement, scale up, and sustain home visiting programs. Understanding the relationships developed by grantees and their key partners and how these change is important for understanding how the initiatives develop, as well as the implementation challenges and successes that grantees experience. To collect information on these topics, the EBHV cross-site evaluation will conduct a partner survey timed to coincide with each site visit round, as well as the end of the grant period. By conducting these surveys, we will obtain the perspectives of key players in grantees' projects, including grantee staff, service providers, county and state government officials, and program model purveyors. Through the partner survey, we will confirm and track not only the infrastructure areas in which partners are collaborating, but also whether their relationships become stronger or weaker and more or less collaborative over time—moving along the collaboration continuum from sharing information to sharing service referrals, training, technical assistance, and resources.

Survey Content and Development

The partner survey will address four questions:

1. What are the key system attributes (patterns of boundaries, relationships, and perspectives) of the grantees' projects, and how did they change over time?
2. How many people and institutions were engaged in project-related activities at each infrastructure level? How did that number change over time, creating what benefits and risks for the project?
3. What were the number and nature of collaborative relationships with partners? What factors influenced the number and nature of those relationships?
4. How did those relationships evolve over the course of the initiative?

To select and develop survey questions, the EBHV cross-site evaluation team compiled questions from similar surveys developed by Mathematica and from existing collaboration measures. Questions on system attributes are adapted from two Mathematica-developed network surveys:

(1) the Consumer Voices for Coverage Baseline Leadership Team Survey, and (2) the Survey of Early Learning Initiative Community Service Providers and Planning Participants. Collaboration measures come from existing scales and surveys: The Working Together Assessment Tool, The Wilder Collaborative Factors Survey – Community Group Member Survey and Community Organizational Assessment Tool, and The Texas Families: Together and Safe Collaborative Survey. For areas not covered in any of our reviewed sources, we also developed questions to learn about partners' activities in the eight infrastructure capacities we are focusing on for the systems domain.[19] The draft partner survey is included in Volume II of the design report.

Respondent Identification and Survey Administration

The survey will be web-based using Opinio, a leading survey development software package. We expect that nearly all respondent organizations will have internet access and can complete the survey online. Doing so has several advantages. It will reduce burden for respondents, because they will not need to mail a paper copy of the survey to Mathematica. Furthermore, it will allow for the inclusion of automated organizational rosters, so that the user does not need to record partner names throughout the survey. A web-based survey also reduces the potential for data entry errors or lost surveys. Finally, Mathematica staff can monitor survey completion rates in real time and follow up by email with respondents to encourage survey completion.

We expect to identify approximately 25 survey respondents per grantee. To generate the list of respondents, each EBHV cross-site evaluation grantee liaison will work with its grantees to identify partner organizations or organizational units within larger agencies that are participating in grant activities. The respondent lists will include representatives from all implementing agencies, local evaluators, and other local and state partners. We will also include home visiting program model purveyors that grantees have been working with for model affiliation.

The EBHV grantee liaisons will request contact information for all identified respondents. This includes, at a minimum, respondent name and email address, organizational name, mailing address, and telephone number. Each identified respondent at each partner organization will receive an invitation by email to participate in the survey. The email will explain the survey's purpose, address

[19] We also considered data collection plans for the evaluations of Project LAUNCH and the ECCS initiative to coordinate across related initiatives, but we found that the proposed measures for those studies did not address the EBHV cross-site evaluation's needs.

confidentiality concerns and the voluntary nature of participation, and describe the intended use of findings. We will also provide a telephone number and email address so that respondents can contact us with questions. The invitation email will include a personalized hyperlink to the survey. The respondent's user name and password will be embedded in the hyperlink, thus reducing burden associated with a log-in page that requires manual entry of those items. We will send reminder emails during the six- to eight-week data collection period, encouraging nonresponders to complete the survey as soon as possible. Each successive reminder will have slightly altered wording and a heightened sense of urgency. We estimate a response rate of approximately 80 percent.

Grantee buy-in is essential for achieving a high response rate to the survey. A low response rate to the survey or specific items would limit our ability to conduct the analysis. We will ask grantees to assist the EBHV cross-site evaluation team by stressing the importance of the survey to its partners or following up with respondents who do not complete the survey.

Other Data Collection

The EBHV cross-site evaluation will also gather data from several sources that will not be provided by grantees. These include grant administration documents provided to the cross-site team by CB/ACF, administrative data on program fidelity for grantees implementing the Nurse-Family Partnership (NFP) program model, and county-level child abuse and neglect data.

Grant Program Administration Documents

As part of their grant requirements, EBHV grantees will develop many reports that will provide useful contextual information for the cross-site evaluation and will support the conduct of the systematic review of evidence. These include applications grantees developed to apply for grant funds, implementation plans grantees developed at the end of their first year of funding, progress reports grantees submit semiannually, and local evaluation reports. In addition, as part of the cross-site design process, grantee liaisons worked with each grantee to define systems change goals to be pursued through the grant. The cross-site team may also obtain additional documents, such as media clippings or news stories, in the future either from CB/ACF or from the grantees directly.

Grant Applications. Grant applications shared by CB/ACF provided information to support the beginning stages of the cross-site evaluation design. Although scope and level of detail varied by grantee, the applications contain several key pieces of information. These include (1) key partner agencies and organizations, (2) the initial home visiting program model(s) chosen and the target population for services, (3) logic models for their initiatives, (4) goals for family and child outcomes as well as systems change, and (5) the proposed local evaluation approach.

Systems Change Planning Information. Although a few grantees emphasized systems change as a central goal for their activities from the beginning, others focused less attention on this aspect of the project in their applications. Since then, CB/ACF clarified for the grantees and for the cross-site evaluation that building infrastructure to support the EBHV grantee-selected program models is a priority for the project. Because most grantees had not planned or described this aspect of their activities in detail in their applications, to support evaluation planning the Mathematica grantee liaisons conducted two telephone discussions with each grantee in January and February 2009 to review and help them develop their systems change plans. The discussions addressed establishing goals, identifying specific steps and a logic model for systems change, and identifying potential evaluation measures. Documents developed with each site have also been provided as feedback and local evaluation tools to the grantees.

Implementation Plans. After spending the first several months of their grants planning their program and evaluation processes, in June 2009 grantees submitted a detailed implementation plan that CB/ACF reviewed. Grantees followed a common template developed for the plan by the Mathematica-Chapin Hall team, CB/ACF, and the program implementation technical assistance providers, the Family Resource Information, Education, and Network Development Services (FRIENDS) and the National Implementation Research Network (NIRN). The plans provided greater detail than the grant applications. In addition, they described any changes in the local initiative implementation or local evaluation that the grantees proposed to their original plans. These documents essentially replace the grantee applications as a source of baseline information and updates about plans for using specific data collection tools and data collection schedules. The plans provide information on:

- Management structure for the overall grant program
- Systems change and infrastructure development goals and activities
- Home visiting program implementation, support, or expansion
- Selected home visiting program models
- Home visiting program operations
- Home visiting quality assurance and fidelity
- Plans for local (grantee-specific) evaluation

- Plans for supporting and participating in the cross-site evaluation
- Supporting appendixes and documents

Progress Reports. The government requires recipients of its discretionary grants to file regular progress reports to inform their project officers about activities. CB/ACF collects such reports from its discretionary grantees (including cooperative agreement recipients) biannually, beginning six months after the grant award. For the EBHV grant program, progress reports are due in April and October, beginning in April 2009 and continuing through October 2013. While the key focus of the reports is program monitoring and accountability information required by the government, the cross-site evaluation team will receive copies of the report as contextual information for the evaluation.

Grantees' Local Evaluation Reports. To support conducting the systematic review of evidence, the Mathematica-Chapin Hall team will receive the final evaluation report from each grantee. We will receive additional evaluation reports that grantees produce to extend our understanding of grantee efforts.

NFP Administrative Data

Eleven of the EBHV grantees are implementing the NFP program model through the EBHV grant and are planning to include data on implementation in the cross-site evaluation. NFP requires that all implementing agencies enter data in the NFP Clinical Information System[20] to track services provided. Given the large number of grantees implementing this model and NFP's data entry expectations, CB/ACF explored the feasibility of the NFP National Service Office (NSO) providing data directly to the Mathematica-Chapin Hall team for the cross-site evaluation.

The NSO has agreed to provide data from its Clinical Information System to inform the cross-site evaluation in the areas of fidelity, participant demographics, and family and child outcomes. Data-sharing details are under development, but we anticipate that the NSO will provide data monthly, to align with expectations that grantees implementing other home visiting models will meet regarding data entry in the web-based system.

[20] The Clinical Information System is a web-based management information system that gathers data on a range of service delivery items, family and child characteristics and measures of well-being, and quality monitoring. It is a proprietary data collection system that includes the use of a number of forms and questionnaires nurses and nurse supervisors use to document their work and fulfill NFP requirements.

County-Level Child Abuse and Neglect (CAN) Data

All EBHV grantees, regardless of their family and child outcome evaluation design, will be responsible for collecting administrative CAN data for the home visiting program participants in their research sample. CB/ACF and the cross-site evaluation team have requested that grantees gather both substantiated and reported cases of CAN as part of this effort. Grantees will provide these data to the EBHV cross-site evaluation team for analysis.

To obtain the data, EBHV grantees will need a process for obtaining consent from individual participants to obtain CAN records data from the county/state during the local evaluation. As part of the consent language, grantees will seek permission to either (1) obtain CAN data beyond the CB/ACF funding period, or (2) contact participants to obtain additional consent if funding becomes available for more followup. This will allow for potential followup of the research sample in the future.