



Maternal and Child Health Assurance
Performance Management And Quality Improvement
Department of Human Services
540 Cedar Street
Saint Paul, Minnesota 55155

January 28, 2008

Dear Healthy Development Collaborator:

The surveys are here! Enclosed are what we believe will be enough parental surveys for your clinic to distribute to all parents who bring in their newborn up to 6-year-old child for a well-child visit during a two week period. If you feel you do not have enough or start to run out, please contact us immediately so we can send you additional surveys. Also enclosed are return envelopes for the surveys. Please make certain they are distributed with the surveys so your clients can return them directly to us.

Instructions for distribution:

- Pick a two-week period for survey distribution
- Establish who will distribute the surveys at the end of the visit. Possible routines include:
 - Putting the surveys in the charts in the morning before patients arrive
 - Having nursing staff hand them to the parent after immunizations are given
 - Having the provider talk to the parent at the end of the visit about the importance of completing the survey
- Develop an introduction to the survey, stressing the importance of the results to your clinic (see included sample script)
- Distribute surveys to the appropriately aged children
 - The Birth to 9 month survey should be distributed to all well-child visits that occur BEFORE (not including) the 9 month visit
 - The 9 to 18 month survey should be distributed to all well child-visits from the 9 month visit up to (but not including) the 18 month visit
 - The 19 month to 6 year survey should be distributed to all well-child visits from the 18 month visit up to and including the 5 year old visit.
- Only distribute the surveys to those parent of children who would be screened (i.e., if you are only going to be screening Medical Assistance and MinnesotaCare during the course of this project only distribute the surveys to those patients)
- Keep and count any surveys that are NOT distributed at the end of the two week survey period. Knowing how many surveys were not distributed will allow us to calculate the number of surveys handed out and calculate response rates.

We really appreciate your enthusiastic participation in this project. Remember, these surveys will help us to establish how successful this program is, so making certain we collect these data is very important.

Please let us know if you have any questions or concerns about the surveys.

Regards,
Dawn Brintnell, MPH
651-431-3135