

Sample Evaluation Cover Letter

October 19, 2007

{Name}
{Center/Agency}
{Address1}
{Address2}

Dear {Name BSC Day-to-Day Manager},

At the start of the New Year, the Breakthrough Series Collaborative (BSC) planning team along with the NCCTS would like to express our deepest appreciation for the commitment and initiative that your BSC team has demonstrated to date. We have been impressed at the efforts made by each of the BSC teams to undertake the challenge of improving quality of care for traumatized children through innovation, skillful use of PDSA cycles, and the opportunity for systematic self-assessment offered by the monthly metrics.

Enclosed you will find materials for the first set of assessments for Phase I of the External Evaluation of the BSC. Phase I of this evaluation focuses on adoption and implementation of TF-CBT. For Phase I, each BSC team will complete a series of assessments to be administered twice, once in late January and once at the end of the BSC. Phase II of the External Evaluation, which will be implemented later in the initiative, will focus on the Breakthrough Series model per se, for example, your team's work with PDSA cycles and your perceptions of the utility of the BSC model for implementing evidence-based practices.

The enclosed Phase I evaluation materials include: (1) a detailed set of instructions for implementing the evaluation, (2) a CD that contains three Excel files that your team will use to enter some information for the evaluation, and (3) hard copies of the assessments selected members of your BSC team will be asked to complete later this month. (Electronic versions of the assessments are on the CD). This packet also includes a pre-paid Fed-Ex mailer for your team to use to submit the completed evaluation materials, which should be returned to the NCCTS *no later than* Friday, February 17. Note that, in contrast to the improvement metrics, your team does *not* need to complete these assessments every month, just once in January and again at the end of the BSC.

As you know, the NCTSN BSC is a ground-breaking attempt to employ methods that have been used extensively to support improvements in the field of health care to improve services for traumatized children and their families. Your contributions to this evaluation, which is designed to gauge the utility of the BSC, are critical, not only to the success of this effort, but also to the mission of the Network, which is to improve the standard of care and increase access to services for traumatized children and their families. As a token of our appreciation for your efforts, we have included a \$25 gift card for you or the individual on your BSC team whose responsibility it will be to coordinate this evaluation. Additionally, at the end of the BSC, we will provide your team with aggregate data from the evaluation for your agency's use.

We very much look forward to working with you and your team to make this initiative a success. Please don't hesitate to contact Dr. Lori Ebert, who is coordinating the evaluation, if there is any way we can be of assistance.

Sincerely,

John Fairbank, Ph.D.
Co-Director, NCCTS

Robert Pynoos, MD, MPH
Co-Director, NCCTS

Lori Ebert, Ph.D.