



October 13, 2020

Mary Anne Burghardt, MS, RND, LDN
5601 Six Forks Road
Raleigh, NC 27699

Dear Mary Anne Burghardt,

This letter serves as a formal request by the Johns Hopkins Research Innovation Laboratory for Enhancing WIC Services (HPRIL) for the specified WIC MIS datafile to be created, de-identified, and transferred to the Johns Hopkins University Bloomberg School of Public Health for the program-specific as well as cross-project impact evaluation. As you know, the goal of the HPRIL-funded projects is to test local WIC agency innovations to improve child retention and participation in WIC. This data request is for the baseline dataset for the HPRIL-funded project evaluating the "Qless Scheduling System", implemented by Cabarrus Health Alliance. At a subsequent time point in 2021, we will formally communicate another request for the implementation dataset.

The following details outline the request and the attachments contain additional information.

Dataset Parameters

Data is to be provided for children in both the innovation and comparison sites during the noted timeframe and with the designated range of birthdates. Specifically, the data should come from:

- **Cabarrus Health Alliance WIC**
- **Catawba County WIC**

The project baseline dataset timeframe is:

- **Baseline dataset start date: January 1, 2019**
- **Baseline dataset end date: December 31, 2019 (12 months)**

The children to be included in the baseline dataset are those with birthdates within the following date range, inclusive of these date end points:

- **Child birthdates from January 1, 2015 through December 31, 2018**

File Format

Separate datafiles are preferred, one for each agency. The datasets should be provided as a wide format CSV file with each row corresponding to one child participant and each column corresponding to MIS descriptive variables and WIC activity variables during the dataset timeframe. Please see attached skeleton file and codebook for reference.



Revised Codebook Request

The skeleton format data file and codebook contain instructions regarding datafile naming and de-identification of personal identifying information (PII). The variables requested are contained in the MIS and originate from the USDA WIC minimum data set. Based on past conversations with our subgrantees we are aware that some of the requested variables may be coded or calculated differently, have more or less digits than specified here, or are configured differently within your State's MIS system. We request that any deviations in coding or calculation from the HPRIL codebook be documented and submitted back to us in the form of a revised codebook along with the data. Any other types of issues or necessary revisions should be communicated directly with us via a phone or email conversation and in the revised codebook submitted to us with your dataset file(s).

Data Transfer

Data transfer will involve uploading the baseline dataset file and revised codebook to a HIPAA/FERPA-secure Johns Hopkins University OneDrive folder. Do not send data via email. Please send us the name of the individual(s) and contact information (email) who will be uploading the data so that we may provide access to the secure folder.

Please let HPRIL know if you have any questions regarding any of the above by emailing Laura Caulfield at lcaulfi1@jhu.edu. We look forward to receiving your baseline dataset.

Kind Regards,

A handwritten signature in black ink, appearing to read "D. Paige".

David M. Paige MD, MPH
Professor and HPRIL Principal Investigator
dpaige@jhu.edu

A handwritten signature in black ink, appearing to read "Laura Caulfield".

Laura E Caulfield, PhD
Professor and HPRIL Co-Principal Investigator
lcaulfi1@jhu.edu

ATTACHMENTS:

- Skeleton format data file
- Subgrantee codebook