

Commonwealth Fund records, Healthy Steps for Young Children Program, SG 2, Series 6

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Rockefeller Archive Center

15 Dayton Avenue Sleepy Hollow 10591

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Summary Information

Repository: Rockefeller Archive Center

Creator: Commonwealth Fund

Title: Commonwealth Fund records, Healthy Steps for Young Children

Program, SG 2, Series 6

ID: FA498

Date [inclusive]: 1985-2007

Date [bulk]: 1991-2004

Physical Description: 72.2 Cubic Feet 190 document boxes.

Physical Description: 185 document boxes.

Language of the

Material:

English.

Scope and Contents

Contains documentation of the Healthy Steps for Young Children program, from its inception through the mid-2000s, including planning documents, correspondence, reports, program and site evaluations, and related grant records.

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Arrangement

Sub-Series: 1. Chronologocial Files; 2. Evaluations; 3. General Files; 4. Grants; 5. Meetings; 6. Working Papers; 7. Program Reports; 8. Reports and Surveys; 9. Publications; and 10. Special Formats.

Within each subseries file arrangements are in chronlogical, reverse chronological and/or Alphabetical order.

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Administrative Information

Publication Statement

Rockefeller Archive Center

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Conditions Governing Access

Open for research. Brittle or damaged items are available at the discretion of RAC. Researchers interested in accessing digital media (floppy disks, CDs, DVDs, etc.) or audiovisual material (audio cassettes, VHS, etc.) in this collection must use an access surrogate. The original items may not be accessed because of preservation concerns. To request an access surrogate be made, or if you are unsure if there is an access surrogate, please contact an archivist.

Collection Inventory

| Chronological Files, 1995-2007 Title/Description | Instances | |
|---|-----------|----------|
| Year 1 - Volume 1, 1995 January-March | box 1 | folder 1 |
| Year 1 - Volume 1, 1995 April-July | box 1 | folder 2 |
| Year 1 - Volume II, 1995 August | box 1 | folder 3 |
| Year 1 - Volume II, 1995 September-October | box 2 | folder 4 |
| Year 1 - Volume III, 1995 October-November | box 2 | folder 5 |
| Year 2 - Volume I, 1995 December 1-31 | box 2 | folder 6 |
| Year 2 - Volume I, 1996 January 1-15 | box 3 | folder 7 |
| Year 2 - Volume I, 1996 January 16-31 | box 3 | folder 8 |

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| Year 2 - Volume II, 1996 January 16-29 | box 3 | folder 9 |
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| Year 2 - Volume III, 1996 February 1-28 | box 3 | folder 10 |
| Year 2 - Volume III, 1996 March 1-15 | box 4 | folder 11 |
| Year 2 - Volume III, 1996 March 16-31 | box 4 | folder 12 |
| Year 2 - Volume IV, 1996 April 1-15 | box 4 | folder 13 |
| Year 2 - Volume V, 1996 April 16-30 | box 5 | folder 14 |
| Year 2 - Volume V, 1996 May 1-15 | box 5 | folder 15 |
| Year 2 - Volume VI, 1996 May 16-30 | box 5 | folder 16 |
| Year 2 - Volume VI, 1996 June 1-15 | box 6 | folder 17 |
| Year 2 - Volume VII, 1996 June 16-31 | box 6 | folder 18 |
| Year 2 - Volume VII, 1996 July 1-15 | box 6 | folder 19 |
| Year 2 - Volume VIII, 1996 July 16-31 | box 7 | folder 20 |
| Year 2 - Volume VIII, 1996 August 1-31 | box 7 | folder 21 |
| Year 2 - Volume IX, 1996 September 1-15 | box 7 | folder 22 |
| Year 2 - Volume IX, 1996 September 16-31 | box 8 | folder 23 |
| Year 2 - Volume X, 1996 October 1-15 | box 8 | folder 24 |
| Year 2 - Volume X, 1996 October 16-31 | box 8 | folder 25 |
| Year 2 - Volume XI, 1996 November | box 9 | folder 26 |
| Year 2 - Volume XI, 1996 December | box 9 | folder 27 |
| Year 3 - Volume I, 1997 January 1-15 | box 9 | folder 28 |
| Year 3 - Volume I, 1997 January 16-31 | box 10 | folder 29 |
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| Year 3 - Volume II, 1997 March 1-15 | box 10 | folder 31 |
| Year 3 - Volume III, 1997 March 16 - April 15 | box 10 | folder 32 |
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| Year 3 - Volume IV, 1997 May - June | box 12 | folder 37 |
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| Year 3 - Volume V, 1997 October 1-16 | box 11 | folder 36 |
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| Year 4 - Volume I, 1998 February | box 13 | folder 43 |
| Year 4 - Volume I, 1998 March 1-15 | box 13 | folder 44 |
| Year 4 - Volume II, 1998 March 16-31 | box 14 | folder 45 |
| Year 4 - Volume II, 1998 April | box 14 | folder 46 |
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| Year 4 - Volume III, 1998 May-June | box 14 | folder 48 |
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| Year 5 - Volume II, 1999 March 16-31 | box 18 | folder 62 |
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| Year 5 - Volume IV, 1999 June 1-15 | box 19 | folder 66 |
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| Year 5 - Volume VI, 1999 September-October | box 20 | folder 71 |
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| Year 6 - Volume I, 2000 January-February | box 21 | folder 74 |
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| Year 6 - Volume II, 2000 March 29-31 | box 22 | folder 78 |
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| Year 6 - Volume IX, 2000 December 1-31 | box 25 | folder 95 |
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| Year 7 - Volume I, 2001 February 1-15 | box 26 | folder 98 |
| Year 7 - Volume I, 2001 February 16-28 | box 26 | folder 99 |
| Year 7 - Volume II, 2001 March 1-15 | box 26 | folder 100 |
| Year 7 - Volume II, 2001 March | box 26 | folder 101 |
| Year 7 - Volume II, 2001 March 16-30 | box 27 | folder 102 |
| Year 7 - Volume III, 2001 April 1-15 | box 27 | folder 103 |
| Year 7 - Volume III, 2001 April 16-27 | box 27 | folder 104 |
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| Year 7 - Volume V, 2001 June 1-14 | box 28 | folder 109 |
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| Year 7 - Volume VII, 2001 July 26-30 | box 29 | folder 114 |
| Year 7 - Volume VII, 2001 August | box 29 | folder 115 |
| Year 7 - Volume VII, 2001 September | box 29 | folder 116 |
| Year 7 - Volume VIII, 2001 October | box 29 | folder 117 |
| Year 7 - Volume VIII, 2001 November 1-15 | box 30 | folder 118 |
| Year 7 - Volume IX, 2001 November 16-30 | box 30 | folder 119 |
| Year 7 - Volume IX, 2001 December 1-31 | box 30 | folder 120 |
| Year 8 - Volume I, 2002 January | box 30 | folder 121 |
| Year 8 - Volume I, 2002 February-March 8 | box 30 | folder 122 |
| Year 8 - Volume II, 2002 March 11-April 3 | box 31 | folder 123 |
| Year 8 - Volume II, 2002 April 3-25 | box 31 | folder 124 |
| Year 8 - Volume II, 2002 April 25-30 | box 31 | folder 125 |
| Year 8 - Volume III, 2002 May 1-17 | box 32 | folder 128 |
| Year 8 - Volume III, 2002 May 17-31 | box 32 | folder 129 |
| Year 8 - Volume III, 2002 June 1-28 | box 32 | folder 130 |
| Year 8 - Volume IV, 2002 July 1-15 | box 32 | folder 131 |
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| Year 9 - Volume II, 2003 March 6-20 | box 34 | folder 140 |
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| Year 9 - Volume III, 2003 April 1-21 | box 34 | folder 142 |
| Year 9 - Volume III, 2003 April-May 6 | box 35 | folder 143 |
| Year 9 - Volume III, 2003 May 6-15 | box 35 | folder 144 |
| Year 9 - Volume IV, 2003 May 16-June 16 | box 35 | folder 145 |
| Year 9 - Volume IV, 2003 June 16-July 19 | box 35 | folder 146 |
| Year 9 - Volume IV, 2003 July 30-31 | box 35 | folder 147 |
| Year 9 - Volume V, 2003 August-September 15 | box 36 | folder 148 |
| Year 9 - Volume V, 2003 September 16-30 | box 36 | folder 149 |
| Year 9 - Volume V, 2003 October 1-15 | box 36 | folder 150 |
| Year 9 - Volume VI, 2003 October 16 -31 | box 36 | folder 151 |
| Year 9 - Volume VI, 2003 November 1-30 | box 36 | folder 152 |
| Year 9 - Volume VII, 2003 December 1-10 | box 37 | folder 153 |
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| Year 10 - Volume I, 2003 December 16-30 | box 37 | folder 155 |
| Year 10 - Volume I, 2004 January 1-15 | box 37 | folder 156 |
| Year 10 - Volume II, 2004 January 16- February | box 38 | folder 157 |
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| Year 10 - Volume III, 2004 February 16-28 | box 38 | folder 159 |
| Year 10 - Volume III, 2004 March 1-31 | box 38 | folder 160 |
| Year 10 - Volume IV, 2004 April 1-30 | box 39 | folder 161 |
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| Year 11 - Volume III, 2005 July 1-31 | box 41 | folder 173 |
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Evaluations, 1966-2006

Arrangement

Arranged in three subseries: 1. Evaluations - General; 2. Sites; 3. New Practices.

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| Evaluation Measures, 1995-1996 | box 42 | folder 181 |
| Evaluation Manual, 1996 Sept. 5 | box 42 | folder 182 |
| Evaluation Design - Final, 1996 Dec. 30 | box 42 | folder 183 |
| Evaluation Manual - 12 Month Provider Survey - Key Informant Interviews & KAP Questionnaries - Westminster Medical Facility, Colorado , 2000 Jan. 19 | box 42 | folder 184 |
| Program Evaluation - Medical Record Abstraction Manual, 2000 Jan. | box 42 | folder 185 |

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Arrangement

Loosely arranged alphabetically by state.

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| Monitoring Site Visits Reports, 1997 | box 43 | folder 187 | |

| Operations Manual for Evaluation Sites, 1997 Feb. | box 43 | folder 188 |
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| Site Quality Rating Measures - Healthy Families America, 1997-1998 | box 43 | folder 189 |
| Site Quality Rating Measures - ICF Draft - Instruments 1 & 2, 1997-1998 | box 43 | folder 190 |
| Site Quality Rating Measures - Summaries, 1998 | box 43 | folder 191 |
| Sites - Question & Answer Sheet, 1995 | box 43 | folder 192 |
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| Sites P-V, 1996-2000 | box 44 | folder 194 |
| Sites - UCLA - Los Angles, CA, 1995-1996 | box 44 | folder 195 |
| Sites - San Mateo, CA Peninsula Community Foundations, 1995-1996 | box 44 | folder 196 |
| Sites - Kaiser, San Diego, CA., 1996-1997 | box 44 | folder 197 |
| Site Reference Binder - San Diego, CA. Evaluation, 1997-2000 | box 44 | folder 198 |
| Sites - Denver. Co Colorado Trust , 1997-1999 | box 44 | folder 199 |
| Site Visit II - Western Colorado Pediatric Associates, Colorado Trust 1996, 1996-1999 | box 44 | folder 200 |
| Grand Junction, Colorado - Correspondence - Budget, Site Visit, & Agreements, Vol I, 1996-2000 | box 45 | folder 201 |
| Grand Junction, Colorado - Correspondence - Directory, Site Selection, & Planning Vol.1, 1996-1997 | box 45 | folder 202 |
| Grand Junction, Colorado - Correspondence - Extension/ Sustainability Vol. II, 1998-2005 | box 45 | folder 203 |
| Grand Junction, Colorado - Correspondence - General Vol. II, 1996-2005 | box 45 | folder 204 |
| Grand Junction, Colorado - Miscellaneous Vol. II, 1997-1999 | box 45 | folder 205 |
| Grand Junction, Colorado - Site Reference Binder - Evaluation, 1996-2000 | box 46 | folder 206 |
| Chicago, IL - Correspondence - Budget, Site Visit, & Check List, Vol. I, 1996-2000 | box 46 | folder 207 |
| Chicago, IL - Correspondence - Vol. II, 1996-1999 | box 46 | folder 208 |
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| Chicago, IL - Correspondence - Vol. III, 1998-2004 | box 47 | folder 210 |
| Chicago, IL - Correspondence - Vol. III, 2004-2005 | box 47 | folder 211 |
| Chicago, IL - Correspondence - Vol. IV, 2005-2006 | box 47 | folder 212 |
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| Affiliated Sites - Chicago, IL - ICF Incorporated, 1996-1997 | box 48 | folder 214 |
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| Affiliated Sites - Chicago, IL - ICF Incorporated, 1997-1998 | box 48 | folder 215 |
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| Site Reference, Chicago, IL - Evaluation, 1996-2000 | box 48 | folder 217 |
| Site Reference, Chicago, IL - Ravenswood Hospital - Affiliate , 1997-2001 | box 48 | folder 218 |
| Kansas Health Foundation - Wichita, KS., 1996-1999 | box 49 | folder 219 |
| Site Reference Binder - Garden City, Kansas - Affiliate, 1997-2001 | box 49 | folder 220 |
| Iowa City, IA - University of Iowa Hospitals and Clinics , 1966-1999 | box 49 | folder 221 |
| Iowa City, IA - Site Reference Binder - Evaluation, 1996-2001 | box 49 | folder 222 |
| Boston, MA - Board of Directors Meeting and Site Visit - Agenda, 1998 July 8-10 | box 49 | folder 223 |
| Boston, MA - Board of Directors Site visit - Briefing Material , 1998 July 8-10 | box 49 | folder 224 |
| Boston, MA - Boston Foundation, 1996-1999 | box 50 | folder 225 |
| Boston, MA - Correspondence - Agreement, Directory, Site Selections and Planning Vol. I, 1996-1997 | box 50 | folder 226 |
| Boston, MA - Correspondence - Grant, Budget, Site Visit and Check List Vol. 1, 1997-1999 | box 50 | folder 227 |
| Boston, MA - Correspondence - Extension Sustainability Vol. II, 1998-2005 | box 50 | folder 228 |
| Boston, MA - Correspondence - General Vol. II, 1995-2005 | box 50 | folder 229 |
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| Detroit, MI - Site Reference Binder - Evaluation, 1996-2001 | box 51 | folder 233 |
| Detroit, MI - Site Visit Information, 1996-1997 | box 51 | folder 234 |
| Kansas City, MO - KC Humana - Correspondence - Directory, Site Selection, & Planning, 1996-1997 | box 51 | folder 235 |
| Kansas City, MO - KC Humana - Correspondence - MVS Report, Check List, Budget & Agreement, 1996-2000 | box 52 | folder 236 |
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| Kansas City, MO - KC Humana - Correspondence - General, 1995-2004 | box 52 | folder 237 |

| KU Medwest - Correspondence - Site Visit, Check List, Agreement, and Directory Vol. I, 1996-1997 | box 52 | folder 239 |
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| KU Medwest - Correspondence - Grant and Budget Vol. I, 1996-2000 | box 53 | folder 240 |
| KU Medwest - Correspondence - Extensions/Sustainability, Vol. II, 1998-2004 | box 53 | folder 241 |
| KU Medwest - Correspondence - General Vol. II, 1996-2005 | box 53 | folder 242 |
| KU Medwest - Site Visit, 1999 Sept. 15 | box 53 | folder 243 |
| Kansas City, MO - Greater Kansas City Community Foundation, 1995-1996 | box 54 | folder 244 |
| Kansas City, MO - Prime Health , 1996-1999 | box 54 | folder 245 |
| Missouri-Kansas City - BlueCross BlueShield , 1997-1998 | box 54 | folder 246 |
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| Site Reference, Kansas City, MO - Humana Health Care Plans - Evaluation , 1996-2000 | box 54 | folder 248 |
| New York, N.Y., 1969-1999 | box 54 | folder 249 |
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| Rochester, N.Y., 1995-1996 | box 55 | folder 251 |
| Chapel Hill, NC - Correspondence - General Vol. II, 1995-1999 | box 55 | folder 254 |
| Chapel Hill, NC - Correspondence - General, Vol. II, 1999-2005 | box 56 | folder 255 |
| Sites - Chapel Hill, N.C., 1995-1999 | box 56 | folder 257 |
| Chapel Hill, NC - Site Reference - Evaluation, 1996-2001 | box 56 | folder 258 |
| Sites - Duke Endowment - Charlotte, N.C., 1995-1997 | box 56 | folder 259 |
| Site Visit Information - Charlotte, N.C., 1996-1998 | box 56 | folder 260 |
| Charlotte, NC - Site Reference - Affiliate, 1996-2001 | box 57 | folder 261 |
| Sites - Lumberton, N. C., 1998 | box 57 | folder 262 |
| Lumberton, NC - Site Reference - Lumberton Children's Clinc, 1996-2000 | box 57 | folder 263 |
| Allentown, PA - Correspondence - Agreements, Directory, Site Selection & Planning, Vol. I, 1996, 1999 | box 57 | folder 264 |
| Allentown, PA - Correspondence - Budget, Site Visit, Monitoring & Checklist Vol. I, 1997-2000 | box 57 | folder 265 |
| Allentown, PA - Correspondence - General Vol. II, 1995-1996 | box 57 | folder 266 |
| Allentown, PA - Correspondence - General Vol. II, 1996-2006 | box 58 | folder 267 |
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| Allentown, PA - Correspondence - Ext./Sustain Vol. II, 1998-2003 | box 58 | folder 268 |
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| Sites - Allentown, PA., 1995-1996 | box 58 | folder 269 |
| Site - Allentown, PA., 1996-1998 | box 58 | folder 270 |
| Site Reference - Allentown, PA. Pilot Site , 1996-2001 | box 58 | folder 271 |
| Site Reference - Pittsburgh, PA Evaluation, 1996-2001 | box 59 | folder 272 |
| Florence, South Carolina - Correspondence - Site Visit, Budget, Checklist, Agreement, Site Selection, Planning, Vol. I, 1996-2000 | box 59 | folder 273 |
| Florence, South Carolina - Correspondence - Extension/ Sustainability Vol. II, 1995-2004 | box 59 | folder 274 |
| Florence, South Carolina - Miscellaneous , 1988-1996 | box 60 | folder 275 |
| Florence, SC - Site Reference Binder - Evaluation , 1996-2000 | box 60 | folder 276 |
| Amarillo, TX - Site Visit Information, 1998 | box 60 | folder 277 |
| Amarillo, TX - Correspondence - Site and Planning Vol. I, 1996 | box 60 | folder 278 |
| Amarillo, TX - Correspondence - Grant, Budget, Checklist, Agreement & Directory Vol. I, 1997-2000 | box 60 | folder 279 |
| Amarillo, TX - Correspondence - Extension/Sustainability & General Correspondence Vol. II, 1995-2006 | box 61 | folder 280 |
| Amarillo, TX - Site Reference - Evaluation, 1996-2000 | box 61 | folder 281 |
| Site Reference - Houston, TX - Affiliate , 1995-20001995-2000 | box 61 | folder 282 |
| Site Reference Binder - Richmond, TX - Evaluation, 1996-2001 | box 61 | folder 283 |
| Site Visit Information - San Antonio, TX., 1998 | box 61 | folder 284 |
| Site Reference Binder - San Antonio, TX Affiliate , 1996-2000 | box 62 | folder 285 |
| Site Reference Binder - Group Health Cooperative of Puget Sound - Seattle, WA., 1996-1999 | box 62 | folder 286 |

New Practices, 2003-2006

Arrangement

Loosely arranged by state.

| Title/Description | Instances | |
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| MA - MI, 2000-20062001-2006 | box 63 | folder 290 |

| MO -MT, 2001-2006 | box 63 | folder 291 |
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| O - S, 2000-2007 | box 63 | folder 293 |
| T1999-2006 | box 64 | folder 294 |
| U - W, 2000-2006 | box 64 | folder 295 |
| Arizona, 2003-2007 | box 64 | folder 296 |
| Phoenix, AZ, 2000-2001 | box 64 | folder 297 |
| Phoenix, AZ, 2002-2003 | box 64 | folder 298 |
| Phoenix, AZ, 2004-2006 | box 65 | folder 299 |
| Phoenix, AZ, 2005-2006 | box 65 | folder 300 |
| California - A - I, 2000-2005 | box 65 | folder 301 |
| California - L - M, 2000-2007 | box 65 | folder 302 |
| California - O - V , 2002-2006 | box 65 | folder 303 |
| Fresno, CA., 2003-2004 | box 66 | folder 304 |
| Fresno, CA., 2005-2007 | box 66 | folder 305 |
| Colorado - Boulder, Burlington & Children's Hospital, Denver, 2004-2006 | box 66 | folder 306 |
| Denver, CO, 2001 | box 66 | folder 307 |
| Colorado - L - M , 2001-2004 | box 66 | folder 308 |
| Florida - D - F, 2005-2006 | box 66 | folder 309 |
| Florida - M - T , 2002-2006 | box 67 | folder 310 |
| Chicago, IL - C - F, 2001-2005 | box 67 | folder 311 |
| Chicago, IL - I, 2001-2006 | box 67 | folder 312 |
| Chicago, IL - L - W, 2001-2007 | box 67 | folder 313 |
| Chicago, IL - General, 2006 | box 67 | folder 314 |
| Missouri Kansas Swope, 2000-2006 | box 67 | folder 315 |
| Missouri Kansas Swope, 2006-2007 | box 68 | folder 316 |
| Rochester, New York, 1996-2000 | box 68 | folder 317 |
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| Title/Description | Instances | |
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| Beep Program - Boston - J. Palfrey Info, 1989, 1994 | box 69 | folder 321 |
| Brain Development, 1995-2000 | box 69 | folder 322 |
| Brain Development - Miscellaneous , 1996-2000 | box 69 | folder 323 |
| Communication Strategy, 1994-1996 | box 69 | folder 324 |
| Communication Strategy, 1994-1996 | box 69 | folder 325 |
| Contact Binder, 1995-1996 | box 70 | folder 326 |
| Consumer Assessments of Health Plans Study, 1996 Aug. | box 70 | folder 327 |
| Co-Sponsors - AAP - Catch, 1995-1997 | box 70 | folder 328 |
| Foundation Grants Guidelines , 1997-1998 | box 70 | folder 329 |
| Alan Guttmacher Reports, 2000 April - May | box 70 | folder 330 |
| Alan Guttmacher Reports, 2000 June-July | box 71 | folder 331 |
| Alan Guttmacher Reports, 2000 August | box 71 | folder 332 |
| Alan Guttmacher Reports, 2000 September-November | box 71 | folder 333 |
| Home Visiting - Kay Johnson, 1999-2001 | box 71 | folder 334 |
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Meetings, 1994-2005

Arrangement

Arranged in five subseries: 1. All Hands Meetings; 2. Board of Directors; 3. National Advisory Committee Meetings; 4. Local Advisory Committee; 5. Funders

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Healthy Steps Program: Western Colorado Pediatrics, Grand Junction, Colorado, 1997 November

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Healthy Steps (long version) - Grand Junction, CO

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Growing Up Together #9101- "To Teach or Not to Teach", 1993 February 19

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Healthy Steps Enhanced Well-Child Care - Phase III Rough Cut, box 1 1999 November 10

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Healthy Steps Home Visits -- Phase III Rough Revisions, 1999 box 1 Tape AV November 10 11816

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Healthy Steps - Video II, Rough Cut, 1998 May 19 box 1 Tape AV

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Healthy Steps for Young Children Multimedia Training Package - Sample Reel, Teachable Moments-Infants, 1999 April 26

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Healthy Steps - 1. Teachable Moments: Infants 2. Teachable Moments: Toddlers 3. Supporting Families, 1999-2000

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Healthy Steps - Teachable Moments: The First Year, 2000

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Healthy Steps Teachable Moments: Toddlers - Phase III Fine Cut. 1999 October 28

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Tape AV 11831

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Healthy Steps - Teachable Moments: Toddlers - 1 of 3, 1999

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Healthy Steps - Teachable Moments: Toddlers - 2 of 3, 1999 December 7

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Healthy Steps - Teachable Moments: Toddlers - 3 of 3, 1999

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Healthy Steps for Young Children - Video New Release, The Robert Wood Johnson Foundation, 2003 December

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| Carney Interactive - Healthy Steps: Phase 3 Final PC/MAC Disk 2/2, 1999 Dec. 15 | disk 2015:FA498:003 |
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