

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

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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

#### **Preferred Citation**

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### **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**

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#### **Conditions Governing Access**

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### **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  |
| Year 2 - Volume II, 1996 January 16-29        | box 3  | folder 9  |
| 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 |
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| 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 |
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| Year 3 - Volume II, 1997 February             | box 10 | folder 30 |
| 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 |
| Year 3 - Volume III, 1997 April - May 15      | box 11 | folder 33 |
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| Year 3 - Volume IV, 1997 May - June         | box 12 | folder 37 |
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| Year 3 - Volume IV, 1997 July - Aug. 15     | box 12 | folder 38 |
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| Year 9 - Volume II, 2003 March 6-20             | box 34 | folder 140 |
| Year 9 - Volume II, 2003 March 21-31            | box 34 | folder 141 |
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## **Evaluations, 1966-2006**

#### Arrangement

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

## **Evaluations - General, 1995-2000**

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| Evaluation Pilot Sites & Meeting, 1995   | box 42    | folder 180 |
| 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<br>Interviews & KAP Questionnaries - Westminster Medical<br>Facility, Colorado , 2000 Jan. 19 | box 42    | folder 184 |
| Program Evaluation - Medical Record Abstraction Manual, 2000 Jan.  | box 42    | folder 185 |

## Sites, 1966-2005

#### Arrangement

Loosely arranged alphabetically by state.

| itle/Description   | Instances |            |
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| Implementation Plan - Site Visits - Agreement With Sites and Draft Letter of Agreement, 1995-1996  | box 43    | folder 186 |
| Monitoring Site Visits Reports, 1997   | box 43    | folder 187 |
| Operations Manual for Evaluation Sites, 1997 Feb.  | box 43    | folder 188 |
| 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 |
| Sites D-N, 1994-1998   | box 43    | folder 193 |
| 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<br>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/<br>Sustainability Vol. II, 1998-2005        | box 45    | folder 203 |
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| 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 |

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| Lumberton, NC - Site Reference - Lumberton Children's Clinc, 1996-2000  | box 57 | folder 263  |
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| Amarillo, TX - Correspondence - Site and Planning Vol. I, 1996  | box 60 | folder 278  |
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| Site Visit Information - San Antonio, TX. , 1998  Site Reference Binder - San Antonio, TX Affiliate , 1996-2000                         | box 62 | folder 285  |

# New Practices, 2003-2006

## Arrangement

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| I - L, 2000-2007  | box 62    | folder 289 |
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| 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 |
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| ICF Incorporated - Consulting Project - Mike Barth , 1994 Nov. | box 71    | folder 336 |
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# Meetings, 1994-2005

## Arrangement

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American Agenda - ABC News - World News Tonight, 1998-2000

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Baby Talk: The Essential Videoguide for New Parents, 1992

box 1

Tape AV 11795

**Conditions Governing Access:** 

#### **Conditions Governing Access**

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box 1

Tape AV 11796

Fine Motor Development - The Road from Exploration to Development: The Boston Institute for Early Child Development, Boston, MA - Draft, 1998 April 6

**Conditions Governing Access:** 

## **Conditions Governing Access**

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box 1

Tape AV 11797

Healthy Steps Year 2 - Boston Medical Center, Boston, MA, 1999

**Conditions Governing Access:** 

#### **Conditions Governing Access**

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Childhood: Among Equals, 1991

box 1

Tape AV 11798

Conditions Governing Access:

#### **Conditions Governing Access**

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Childhood - Great Expectations, 1991

box 1

Tape AV 11799

**Conditions Governing Access:** 

#### **Conditions Governing Access**

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Childhood - The House of Tomorrow, 1991

| Conditions Governing Access: Conditions Governing Access                               | box 1 | Tape AV<br>11800 |  |
|--|-------|------------------|--|
| Access copy currently unavailable. Please see a RAC archivist for further instruction. |       |                  |  |
| Childhood - In the Land of the Giants, 1991  | box 1 | Tape AV          |  |
| Conditions Governing Access:   |       | 11801            |  |
| <b>Conditions Governing Access</b>   |       |                  |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction. |       |                  |  |
| Childhood - Life's Lessons , 1991  | box 1 | Tape AV          |  |
| Conditions Governing Access:   |       | 11802            |  |
| <b>Conditions Governing Access</b>   |       |                  |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction. |       |                  |  |
| Childhood - Louder Than Words , 1991   | box 1 | Tape AV          |  |
| Conditions Governing Access:   |       | 11803            |  |
| <b>Conditions Governing Access</b>   |       |                  |  |
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| Childhood - Love's Labors , 1991   | box 1 | Tape AV          |  |
| Conditions Governing Access: Conditions Governing Access                               |       | 11804            |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction. |       |                  |  |
| Everybody's Business: America's Children, 1995   | box 1 | Tape AV          |  |
| Conditions Governing Access: Conditions Governing Access                               |       | 11805            |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction. |       |                  |  |
| <b>Scope and Contents</b>  |       |                  |  |
| NBC Documentary, National air date 12/23/95, Sponsor -                                 |       |                  |  |
| A - Scholar Program  |       |                  |  |
| Food Network - Recipe for Health, 1997 November 7                                      | box 1 | Tape AV<br>11806 |  |

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Healthy Steps: Parent Support Group, Grand Junction, Colorado,

1997 November 10

box 1

Tape AV 11807

**Conditions Governing Access:** 

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Healthy Steps: Parent Support Group, Grand Junction, Colorado

box 1

Tape AV 11808

Conditions Governing Access:

#### **Conditions Governing Access**

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Healthy Steps Program: Western Colorado Pediatrics, Grand

box 1

Tape AV 11809

Junction, Colorado, 1997 November

## **Conditions Governing Access**

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box 1

Tape AV 11810

Healthy Steps (long version) - Grand Junction, CO

Conditions Governing Access:

#### **Conditions Governing Access**

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

box 1

Tape AV 11811

Conditions Governing Access:

February 19

#### **Conditions Governing Access**

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Growing Up Together #9114 "Working Moms", 1993 February 19

box 1

Tape AV 11812

**Conditions Governing Access:** 

#### **Conditions Governing Access**

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| Conditions Governing Access: Conditions Governing Access                               | box 1 | Tape AV<br>11813 |
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| Access copy currently unavailable. Please see a RAC archivist for further instruction. |       |                  |
| Healthy Steps CD Rom Video Vignettes - Tapes B-F, 1998<br>December 23                  | box 1 | Tape AV<br>11814 |
| Conditions Governing Access: Conditions Governing Access                               |       |                  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction. |       |                  |
| Healthy Steps Enhanced Well-Child Care - Phase III Rough Cut, 1999 November 10         | box 1 | Tape AV<br>11815 |
| Conditions Governing Access: Conditions Governing Access                               |       |                  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction. |       |                  |
| Healthy Steps Home Visits Phase III Rough Revisions, 1999<br>November 10               | box 1 | Tape AV<br>11816 |
| Conditions Governing Access: Conditions Governing Access                               |       |                  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction. |       |                  |
| Healthy Steps - Video II, Rough Cut, 1998 May 19                                       | box 1 | Tape AV<br>11817 |
| Conditions Governing Access: Conditions Governing Access                               |       |                  |
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| Healthy Steps Overview - Phase III Rough Cut, 1999 November 10                         | box 1 | Tape AV<br>11818 |
| Conditions Governing Access: Conditions Governing Access                               |       |                  |
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| Healthy Steps Start Up - Rough Cut, 1999 November 1                                    | box 2 | Tape AV<br>11819 |
| Conditions Governing Access:   |       | 11017            |

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Tape AV Healthy Steps Start Up - Phase III Rough Cut, 1999 November box 2 11820 Conditions Governing Access: **Conditions Governing Access** Access copy currently unavailable. Please see a RAC archivist for further instruction. Healthy Steps - 1 Starting a Healthy Steps Program 2 Home box 2 Tape AV Visit, 1998 April 10 11821 **Conditions Governing Access: Conditions Governing Access** Access copy currently unavailable. Please see a RAC archivist for further instruction. Healthy Steps: Site Visit Video - Revere, MA, 1997 November box 2 Tape AV 11822 Conditions Governing Access: **Conditions Governing Access** Access copy currently unavailable. Please see a RAC archivist for further instruction. Healthy Steps: Site Visit Video, 1999 box 2 Tape AV 11823 **Conditions Governing Access: Conditions Governing Access** Access copy currently unavailable. Please see a RAC archivist for further instruction. Tape AV Healthy Steps: Supporting Families - Phase III Fine Cut, 1999 box 2 11824 October 28 **Conditions Governing Access: Conditions Governing Access** Access copy currently unavailable. Please see a RAC archivist for further instruction. Healthy Steps Supporting Families - 1 of 3, 1999 December 07 box 2 Tape AV 11825 **Conditions Governing Access: Conditions Governing Access** Access copy currently unavailable. Please see a RAC

Healthy Steps Supporting Families - 2 of 3, 1999 December 07

archivist for further instruction.

| Conditions Governing Access: Conditions Governing Access   | box 2 | Tape AV<br>11826 |  |
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| Healthy Steps Supporting Families - 3 of 3, 1999 December 07   | box 2 | Tape AV          |  |
| Conditions Governing Access:   |       | 11827            |  |
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| Access copy currently unavailable. Please see a RAC archivist for further instruction.   |       |                  |  |
| Healthy Steps for Young Children Multimedia Training Package<br>- Sample Reel, Teachable Moments-Infants , 1999 April 26                   | box 2 | Tape AV<br>11828 |  |
| Conditions Governing Access: Conditions Governing Access   |       |                  |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction.   |       |                  |  |
| Healthy Steps - 1. Teachable Moments: Infants 2. Teachable Moments: Toddlers 3. Supporting Families / Sequence repeated 3 Times, 1999-2000 | box 2 | Tape AV<br>11829 |  |
| Conditions Governing Access: Conditions Governing Access   |       |                  |  |
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| Healthy Steps - Teachable Moments: The First Year, 2000<br>March 23  | box 2 | Tape AV<br>11830 |  |
| Conditions Governing Access: Conditions Governing Access   |       |                  |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction.   |       |                  |  |
| Healthy Steps Teachable Moments: Toddlers - Phase III Fine Cut, 1999 October 28  | box 2 | Tape AV<br>11831 |  |
| Conditions Governing Access: Conditions Governing Access   |       |                  |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction.   |       |                  |  |
| Healthy Steps - Teachable Moments: Toddlers - 1 of 3, 1999<br>October.28, December 71999 December 7  | box 2 | Tape AV<br>11832 |  |
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Healthy Steps - Teachable Moments: Toddlers - 2 of 3, 1999

December 7

box 2

Tape AV 11833

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

December 7

box 2

Tape AV 11834

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Healthy Steps: Tools for Gauging Child Development, 1999

April 12

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Tape AV 11835

**Conditions Governing Access:** 

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Healthy Steps Video, 1997 February 7

box 2

Tape AV 11836

**Conditions Governing Access:** 

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Healthy Steps for Young Children - General Audience, 1999

box 2

Tape AV 11837

**Conditions Governing Access:** 

#### **Conditions Governing Access**

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Healthy Steps for Young Children - Training Video, 1998

box 2

Tape AV 11838

**Conditions Governing Access:** 

#### **Conditions Governing Access**

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"Hello Parents" A Program About Adapting to Parenthood, Vida Health Communications, 1994

| Conditions Governing Access: Conditions Governing Access  Access copy currently unavailable. Please see a RAC archivist for further instruction. | box 2 | Tape AV<br>11839 |  |
|--|-------|------------------|--|
| Home Before You Know It, Vida Health Communications , 1994   | box 2 | Tape AV<br>11840 |  |
| Conditions Governing Access: Conditions Governing Access   |       |                  |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction.   |       |                  |  |
| "Infant Brain Development", Prime Time Live, Shortest<br>Version, 1995 January 25  | box 2 | Tape AV<br>11841 |  |
| Conditions Governing Access: Conditions Governing Access   |       |                  |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction.   |       |                  |  |
| The Johns Hopkins Hospital Youth Mentoring Program -<br>National Mentoring Partnership - Bruce Cooke Productions ,<br>1999 September 28          | box 2 | Tape AV<br>11842 |  |
| Conditions Governing Access: Conditions Governing Access   |       |                  |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction.   |       |                  |  |
| The Terrific Twos, 1985  Conditions Governing Access:  Conditions Governing Access   | box 2 | Tape AV<br>11843 |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction.   |       |                  |  |
| San Mateo County Health Services Agency - Prenatal to Three Initiative Highlights Tape, 1998   | box 2 | Tape AV<br>11844 |  |
| Conditions Governing Access: Conditions Governing Access   |       |                  |  |
| Access copy currently unavailable. Please see a RAC archivist for further instruction.   |       |                  |  |
| Healthy Steps for Young Children (General Audience), 1998 <u>Conditions Governing Access:</u>  | box 2 | Tape AV<br>11845 |  |

Access copy currently unavailable. Please see a RAC archivist for further instruction.

| The First Three Years - Program #7 Tina  | box 2 | Tape AV          |
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| Conditions Governing Access: Conditions Governing Access   |       | 11846            |
| Access copy currently unavailable. Please see a RAC archivist for further instruction.                     |       |                  |
| Healthy Steps for Young Children - Video New Release, The<br>Robert Wood Johnson Foundation, 2003 December | box 2 | Tape AV<br>11847 |

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| Citle/Description  | Instances              |
|--|------------------------|
| Carney Interactive - Healthy Steps: Phase 3 Final PC/MAC Disk 1/2, 1999 Dec. 15  | disk<br>2015:FA498:002 |
| Carney Interactive - Healthy Steps: Phase 3 Final PC/MAC Disk 2/2, 1999 Dec. 15  | disk<br>2015:FA498:003 |
| Healthy Steps Evaluation Quarterly Report, 1999 Aug. 28  | disk<br>2015:FA498:055 |
| Tab B - Healthy Steps Marketing Model Spreadsheet - Chronological - Year 8 Vol. IV, , 2002 July 31                                 | disk<br>2015:FA498:056 |
| Healthy Steps Draft Planning Document - Sites KU Midwest,<br>MO. Correspondence Site Selection & Planning, 1995-1997               | disk<br>2015:FA498:057 |
| Healthy Steps Draft Planning Document - Allentown, PA. Vol. I, 1 of 2, (1996, 1999)  | disk<br>2015:FA498:058 |
| Progress/Quarterly Report 3-1-98 - 15 Month Provider Instrument, 1998 Feb. 27  | disk<br>2015:FA498:059 |
| Healthy Steps Progress Report 1 of 3 - JHU 9900096 Phase III<br>Quarterly Report, 1999 Feb May                                     | disk<br>2015:FA498:060 |
| CWF Paper 6-18-99 2 of 3 - JHU 990096 - Phase III Quarterly Program Report, 1999 Feb May   | disk<br>2015:FA498:061 |
| Healthy Steps and Current Practices - CWF Brief 3 of 3 - JHU 990096 Phase III Quarterly Report, 1999 Feb May                       | disk<br>2015:FA498:062 |
| Data Stat - Survey of Parents of Children Under Three - Data<br>Stat Draft Preliminary Findings 1, (1995 November., 1996<br>March) | disk<br>2015:FA498:063 |

| "Qrenum. ASC" ASCII - Table. WP 5.1, 1 of 2 - Data Stat - 95-37, 1995 | disk<br>2015:FA498:064 |
|---|------------------------|
| "Qrenum. ASC" ASCII - Table. WP 5.1, 2 of 2 - Data Stat - 95-37, 1995 | disk<br>2015:FA498:065 |