[insert date]

[insert recipient address]

Dear [insert recipient name],

The Agency for Healthcare Research and Quality (AHRQ) is conducting a project aimed at providing technical assistance (TA) to state Medicaid and SCHIP agencies to assist the agencies with planned or existing Health IT and Health Information Exchange (HIE) initiatives.

This will be a 3-year project during which AHRQ and its contractor, RTI International, will be developing a program of technical assistance that will include both broad-based assistance and targeted multi-state assistance.

I have enclosed a project description as well as an endorsement letter from National Association of State Medicaid Directors (NASMD), so that you can get a better understanding of the project. In addition, RTI has developed a list of resources that are currently available to agencies implementing Health IT and HIE. This resource list is also enclosed.

To ensure that the program addresses the most pressing needs of Medicaid and SCHIP agencies that are planning or implementing a health IT or HIE initiative, we will be conducting a needs assessment interview with all interested Medicaid and SCHIP agencies mid-year 2008.

A member of the RTI team will be contacting you in mid-2008 to further discuss the project and your participation. In the meantime, if you have any questions, please feel free to call contact our team, either by phone 866-253-1627 or email at Medicaid-SCHIP-HIT@ahrq.hhs.gov.

Best regards,

Linda Dimitropoulos
RTI International