

Attachment #4: Cover E-Mail for the Survey

{DATE}

State: <<State>>

E-Mail: <<Email>>

Alternate E-mail:<<Alternate_Email>>

Dear «First_»,

It is time once again for the Center for Health and Public Policy Studies' (at UC Berkeley) annual survey of State Medicaid programs regarding their smoking cessation programs and benefits. Again, we are using a web-based application for gathering survey responses. We recognize that your time and resources are limited; therefore, the 2007 responses have been filled in for your convenience and questions that require your attention have been indicated below. If your State Medicaid program has added or deleted services/programs in 2008, please indicate these changes on the survey instrument.

To access your survey instrument click on the following link:

[\[LINK HERE\]](#)

The following questions are new or incomplete and need you attention:

- Question 2
- Question 3
- Question 11
- Question 13
- Question 14
- Question 15
- Question 18
- Question 23
- Question 26
- Question 36
- Question 40
- Question 41

We have incomplete or conflicting benefits information for the TDT treatments listed below. We would greatly appreciate it if you could please submit the relevant documents.

[\[Enter discrepancies Here\]](#)

We have also attached a pdf of your survey instrument to this e-mail to facilitate review by multiple respondents. If you would prefer not to use the web-based application to

complete the survey, you may mark any changes on the printed out hard copy of the pdf file and either fax or mail them back to us.

To facilitate the completion of the survey, we are also including contact information for the tobacco control program manager in your state. This individual may be able to answer any questions directly related to tobacco control efforts in your state that you may be unsure of:

[Tobacco Control Program Manager Name, E-mail, Phone Number]

Please fill out the survey by [new date]. After we have received your completed survey, we may call or email you to clarify the information you have provided. If you have any questions about our Center or this survey, please feel free to call us at (510) 643-1675 or visit our web site at <http://chpps.berkeley.edu>.

Sincerely,

Helen Ann Halpin, Ph.D.
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Director, Center for Health and Public Policy Studies
School of Public Health
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For information or questions regarding this project please contact:

Matt Ingram, Graduate Student Researcher
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