

## ATTACHMENT – F: Survey Notification Email

Send message on survey opening date [Date TBD pending OMB approval]

**From:** Judith A. Monroe, M.D.

**To:** All Health Officials and Senior Deputy Health Officials (States and DC)

**Subject:** CDC Prevention Status Report Survey – NOW OPEN

Dear [Insert Health Official name]

Last week, I announced the upcoming CDC Prevention Status Report (PSR) survey. The survey is now open and your voluntary participation is requested. We ask that you or your Senior Deputy Health Official complete the survey with input from staff as needed.

The purpose of this survey is to obtain feedback on the utility of the PSR and solicit your recommendations for improvement. The data collected from this survey will be used to assess primarily the value of the PSR. Your feedback will also be used for improvement of future iterations of the PSR and potential development of other related products.

We depend on your feedback to provide effective support to your public health efforts. I encourage you to take time to participate in this survey. The survey contains 17 items and should take approximately 15-20 minutes for you to complete.

Due to software requirements, the survey must be completed and submitted online in one session. You may use the electronic copy of the survey (PDF version attached to this message) to gather needed information prior to completing the online survey. This will facilitate gathering all of the necessary information and facilitate completing the online survey in one session. Please submit your survey online by [actual date TBD pending OMB approval].

Please follow this link for detailed instructions and the online survey: [Insert survey link]. If you have questions or concerns regarding the survey, please contact Garry Lowry at 404.498.0361 or via email at [gel2@cdc.gov](mailto:gel2@cdc.gov).

Thank you for your participation.

Sincerely,

Judith A. Monroe, M.D.  
Deputy Director, CDC  
Director, OSTLTS