

## **ATTACHMENT – G: Reminders (Email and Telephone)**

### **FIRST EMAIL REMINDER**

Send message on day 10 [Date TBD pending OMB approval]

**From:** Garry Lowry

**To:** (Non-respondents only) Health Officials and Senior Deputy Health Officials (States and DC)

**Subject:** CDC Prevention Status Report Survey – FIRST REMINDER

Dear [Insert Health Official name]

This is a brief reminder regarding the CDC Prevention Status Report Survey. The survey is available online and is estimated to take approximately 15-20 minutes to complete. The survey closes on [actual date TBD pending OMB approval]. Please follow this link to the survey: [Insert survey link].

Your participation in this survey is greatly appreciated. The information you provide will help CDC deliver more effective support for your efforts to advance evidence-based public health policy and practice.

If you have questions or concerns regarding the survey, please contact me at 404.498.0361 or via email at [gel2@cdc.gov](mailto:gel2@cdc.gov).

Thank you.

Garry Lowry, MPH  
Health Scientist  
OSTLTS | Research and Outcomes Branch  
Phone: 404.498.0361

## **ATTACHMENT – G: Reminders – *continued***

### **SECOND EMAIL REMINDER**

Dissemination on day 15 [Date TBD pending OMB approval]

**From:** Garry Lowry

**To:** (Non-respondents only) Health Officials and Senior Deputy Health Officials (States and DC)

**Subject:** CDC Prevention Status Report Survey – SECOND REMINDER

Dear [Insert Health Official name]

This is a brief second reminder regarding the CDC Prevention Status Report Survey. The survey is available online and is estimated to take approximately 15-20 minutes to complete. The survey closes on [actual date TBD pending OMB approval]. Please follow this link to the survey: [Insert survey link].

Your participation in this survey is greatly appreciated. The information you provide will help CDC deliver more effective support for your efforts to advance evidence-based public health policy and practice.

If you have questions or concerns regarding the survey, please contact me at 404.498.0361 or via email at [gel2@cdc.gov](mailto:gel2@cdc.gov).

Thank you.

Garry Lowry, MPH  
Health Scientist  
OSTLTS | Research and Outcomes Branch  
Phone: 404.498.0361

## ATTACHMENT – E: Reminders – *continued*

### TELEPHONE REMINDER

Begin phone calls on day 18 [Date TBD pending OMB approval]

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

**To:** (Non-respondents only) All Health Officials and Senior Deputy Health Officials (States and DC)

**Subject:** CDC Prevention Status Report Survey – FINAL REMINDER

**SCRIPT: Scenario 1** – Respondent answers, caller initiates conversation

Hello, this is **Judy Monroe, Director of the Office for State, Tribal, Local and Territorial Support**. I'm calling to remind you about the CDC Prevention Status Report Survey.

#### **Have you received the information we sent out about the survey?**

IF YES – That's great. **Do you have plans to complete the survey?**

IF YES – I'm glad to hear that. Just as a reminder, the survey closes on [Date TBD]. Thanks for your participation and support. **Do you have any questions for me?**

IF YES – Respond to questions or direct respondent to contact lead staff, Garry Lowry at 404.498.0361 or [gel2@cdc.gov](mailto:gel2@cdc.gov). Thank respondent and say goodbye. [END CALL]

IF NO – Okay. If you do have questions later, please feel free to contact me at [Enter Judy's phone number] or our lead staff on the project, Garry Lowry, at 404.498.0361 or by email at [gel2@cdc.gov](mailto:gel2@cdc.gov). Thank you. Goodbye. [END CALL]

IF NO – I'm sorry to hear that. Just in case you do find time between now and [Date TBD] when the survey closes, it takes only about 15-20 minutes to complete the online survey. If you have any questions about the survey, please feel free to contact our lead staff, Garry Lowry, at 404.498.0361 or [gel2@cdc.gov](mailto:gel2@cdc.gov). **Do you have any questions for me?**

IF YES – Respond to questions or direct respondent to contact lead staff, Garry Lowry at 404.498.0361 or [gel2@cdc.gov](mailto:gel2@cdc.gov). Thank respondent and say goodbye. [END CALL]

IF NO – Okay. If you do have questions later, please feel free to contact me at [Enter Judy's phone number] or our lead staff on the project, Garry Lowry, at 404.498.0361 or by email at [gel2@cdc.gov](mailto:gel2@cdc.gov). Thank you. Goodbye. [END CALL]

IF NO – I'm sorry you didn't receive the information. We must have the wrong contact information for you. If you wouldn't mind providing me with your email address, I'll have staff send you information about the survey. Briefly, though, we are collecting feedback about the Prevention Status Report we mailed out to you in late March. We're asking the Health Official or Senior Deputy Health Official in every state and DC to complete a brief online survey. It takes approximately 15-20 minutes to complete the survey. Your feedback will help us assess the value of the Prevention Status Report and inform the development of future iterations and similar products designed to support your efforts to advance evidence-based public health policy and practice. The survey closes on [Date TBD]. I hope you have a chance to provide your feedback by then. **Do you have questions for me?**

IF YES – *Respond to questions or direct respondent to contact lead staff, Garry Lowry at 404.498.0361 or [gel2@cdc.gov](mailto:gel2@cdc.gov). Thank respondent and say goodbye.* [END CALL]

IF NO – Okay. If you do have questions later, please feel free to contact me at [Enter Judy's phone number] or our lead staff on the project, Garry Lowry, at 404.498.0361 or by email at [gel2@cdc.gov](mailto:gel2@cdc.gov). Thank you. Goodbye. [END CALL]

**SCRIPT: Scenario 2** – *Respondent does not answer, caller leaves voice mail message*

Hello, this is Judy Monroe, Director of the CDC Office for State, Tribal, Local and Territorial Support. I'm calling to remind you about the CDC Prevention Status Report Survey. Our records indicate that you have not submitted a response to the survey. I'd like to encourage you to respond by the close of business on [Date TBD].

The information you provide will be very helpful in determining the value of the Prevention Status Report to your efforts in advancing evidence-based public health policy and practice. It will also help inform the development of future iterations of the Prevention Status Report and similar products to support your efforts.

If you have questions or concerns about the survey, please contact me at [Enter Judy's phone number]. Or you can contact our lead staff on the project, Garry Lowry. You can reach him at 404.498.0361 or by email at [gel2@cdc.gov](mailto:gel2@cdc.gov).

Thank you. Goodbye. [END CALL]