

Attachment H: Participant Letters

Preletter: Packet-Only Group

Dear <insert participant's name>,

Your organization is currently participating in a project funded by the Substance Abuse and Mental Health Services Administration to examine factors that influence an organization's decision to adopt evidence-based practices. MANILA Consulting Group is working with SAMHSA to conduct this study. Because you are part of the decision-making team at XX organization, we are asking you to participate in this study. Participation is voluntary and will include completing three Web-based surveys and reviewing a packet of information related to the implementation of an evidence-based practice over the next 10 months. The purposes of these activities are to provide you with information related to an evidence-based practice of potential interest to your organization and obtain your thoughts regarding specific factors that may influence the decision to adopt evidence-based practices. Study participants' feedback will be important to meeting the objectives of this project.

If you are interested in participating, please carefully review the consent form attached to the email. If you agree to participate, please check the box at the end of the consent form and send to the study director, Stephen Tregear, at stregear@manilaconsulting.net.

The first survey will be administered <insert date>. Thank you in advance for considering participation in this effort to advance knowledge in the area of evidence-based practice.

Sincerely,

Stephen J. Tregear, DPhil.
Program Director
MANILA Consulting Group, Inc.
1420 Beverly Road, Suite 220
McLean, VA 22101
Tel: 571-633-9400
Fax: 571-633-9401
Email: stregear@manilaconsulting.net

Preletter: Packet Plus Webinar Group

Dear <insert participant's name>,

Your organization is currently participating in a project funded by the Substance Abuse and Mental Health Services Administration to examine factors that influence an organization's decision to adopt evidence-based practices. MANILA Consulting Group is working with SAMHSA to conduct this study. Because you are part of the decision-making team at XX organization, we are asking you to participate in this study. Participation is voluntary and will include completing five Web-based surveys, reviewing a packet of information related to the implementation of an evidence-based practice, and participating in two Webinars over the next 10 months. The purposes of these activities are to provide you with information related to an evidence-based practice of potential interest to your organization and obtain your thoughts regarding specific factors that may influence the decision to adopt evidence-based practices. Study participants' feedback will be important to meeting the objectives of this project.

If you are interested in participating, please carefully review the consent form attached to the email. If you agree to participate, please check the box at the end of the consent form and send to the study director, Stephen Tregear, at stregear@manilaconsulting.net.

The first survey will be administered <insert date>. Thank you in advance for considering participation in this effort to advance knowledge in the area of evidence-based practice.

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Baseline Survey Letter: Initial Invitation

Dear <insert participant's name>,

Your organization is currently participating in a project funded by the Substance Abuse and Mental Health Services Administration to examine factors that influence an organization's decision to adopt evidence-based practices. MANILA Consulting Group is working with SAMHSA to conduct this study. As part of this project, we are asking for your participation in a Web-based survey. The purpose of this survey is to obtain your thoughts regarding organizational practices, how you see yourself as a practitioner, and how you see your health center. Your participation is important as it will help us better understand the factors that influence an organization's decision to adopt evidence-based practices.

There are no right or wrong answers to the questions. We are interested in what you think. If you are uncomfortable answering a question, you may skip that question. Only members of the MANILA research team will have access to the survey data. They will not see your name in association with your survey. They will see such personal information as the name of your organization and job title or position; however, this information will be kept private. No one from your organization will see your answers.

This survey will take approximately 25-30 minutes to complete. You can stop the survey, save your information, and come back to it at any time. We ask that you complete the survey by <insert date>.

To complete the survey, follow this link <insert link>, or copy and paste the URL below into your Internet browser <insert URL>.

Thank you for your participation.

Sincerely,

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Baseline Survey Letter: Second Invitation

Dear <insert participant's name>,

One week ago you were sent an invitation to participate in a survey as part of a project your organization is participating in funded by the Substance Abuse and Mental Health Services Administration to examine factors that influence an organization's decision to adopt evidence-based practices. MANILA Consulting Group is working with SAMHSA to conduct this study. This letter serves as a friendly reminder asking for your participation in the Web-based survey. Your participation is important as it will help us better understand the factors that influence an organization's decision to adopt evidence-based practices.

There are no right or wrong answers to the questions. We are interested in what you think. If you are uncomfortable answering a question, you may skip that question. Only members of the MANILA research team will have access to the survey data. They will not see your name in association with your survey. They will see such personal information as the name of your organization and job title or position; however, this information will be kept private. No one from your organization will see your answers.

This survey will take approximately 25-30 minutes to complete. You can stop the survey, save your information, and come back to it at any time. If you choose to complete the survey, we ask that you do so by <insert date>.

To complete the survey, follow this link <insert link>, or copy and paste the URL below into your Internet browser <insert URL>.

Thank you for your participation.

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Followup Survey Letter: Initial Invitation

Dear <insert participant's name>,

Your organization is currently participating in a project funded by the Substance Abuse and Mental Health Services Administration to examine factors that influence an organization's decision to adopt evidence-based practices. MANILA Consulting Group is working with SAMHSA to conduct this study. As part of this project, we are asking for your participation in a Web-based survey. This is a followup to a survey you completed several months ago at the beginning of the project. The purpose of this survey is to obtain your thoughts regarding organizational practices, how you see yourself as a practitioner, and how you see your health center. Your participation is important as it will help us better understand the factors that influence an organization's decision to adopt evidence-based practices.

There are no right or wrong answers to the questions. We are interested in what you think. If you are uncomfortable answering a question, you may skip that question. Only members of the MANILA research team will have access to the survey data. They will not see your name in association with your survey. They will see such personal information as the name of your organization and job title or position; however, this information will be kept private. No one from your organization will see your answers.

This survey will take approximately 25-30 minutes to complete. You can stop the survey, save your information, and come back to it at any time. If you choose to complete the survey, we ask that you do so by <insert date>.

To complete the survey, follow this link <insert link>, or copy and paste the URL below into your Internet browser <insert URL>.

Thank you for your participation.

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Followup Survey Letter: Second Invitation

Dear <insert participant's name>,

One week ago you were sent an invitation to participate in a survey as part of a project your organization is participating in funded by the Substance Abuse and Mental Health Services Administration to examine factors that influence an organization's decision to adopt evidence-based practices. MANILA Consulting Group is working with SAMHSA to conduct this study. This letter serves as a friendly reminder asking for your participation in the survey. Your participation is important as it will help us better understand the factors that influence an organization's decision to adopt evidence-based practices.

There are no right or wrong answers to the questions. We are interested in what you think. If you are uncomfortable answering a question, you may skip that question. Only members of the MANILA research team will have access to the survey data. They will not see your name in association with your survey. They will see such personal information as the name of your organization and job title or position; however, this information will be kept private. No one from your organization will see your answers.

This survey will take approximately 25-30 minutes to complete. You can stop the survey, save your information, and come back to it at any time. If you choose to complete the survey, we ask that you do so by <insert date>.

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Dissemination Evaluation Survey of the Packets: Initial Invitation

Dear <insert participant's name>,

Your organization is currently participating in a project funded by the Substance Abuse and Mental Health Services Administration to examine factors that influence an organization's decision to adopt evidence-based practices. MANILA Consulting Group is working with SAMHSA to conduct this study. As part of this project, you were asked one week ago to review a packet of information related to an evidence-based practice. To evaluate the quality of this packet, we are asking for your participation in a Web-based survey.

There are no right or wrong answers to the questions. We are interested in what you think. If you are uncomfortable answering a question, you may skip that question. Only members of the MANILA research team will have access to the survey data. They will not see your name in association with your survey. No one from your organization will see your answers.

This survey will take approximately 5-10 minutes to complete. You can stop the survey, save your information, and come back to it at any time. If you choose to complete the survey, we ask that you do so by <insert date>.

To complete the survey, follow this link <insert link>, or copy and paste the URL below into your Internet browser <insert URL>.

Thank you for your participation.

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Dissemination Evaluation Survey of the Packets: Second Invitation

Dear <insert participant's name>,

As part of a project your organization is participating in that is funded by the Substance Abuse and Mental Health Services Administration and being implemented by MANILA Consulting Group, one week ago you were sent an invitation to participate in a Web-based survey to evaluate the packet of information you received related to an evidence-based practice. This letter serves as a friendly reminder asking for your participation in the survey. Your participation is important as it will help us better understand the factors that influence an organization's decision to adopt evidence-based practices.

There are no right or wrong answers to the questions. We are interested in what you think. If you are uncomfortable answering a question, you may skip that question. Only members of the MANILA research team will have access to the survey data. They will not see your name in association with your survey. No one from your organization will see your answers.

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Dissemination Evaluation Survey of the Implementation Webinar: Initial Invitation

Dear <insert participant's name>,

Thank you for your participation in the Implementation Webinar provided to your organization as part of a project funded by the Substance Abuse and Mental Health Services Administration to examine factors that influence an organization's decision to adopt evidence-based practices. MANILA Consulting Group is working with SAMHSA to conduct this study. To evaluate the quality of this Webinar, we are asking for your participation in a Web-based survey.

There are no right or wrong answers to the questions. We are interested in what you think. If you are uncomfortable answering a question, you may skip that question. Only members of the MANILA research team will have access to the survey data. They will not see your name in association with your survey. No one from your organization will see your answers.

This survey will take approximately 5-10 minutes to complete. You can stop the survey, save your information, and come back to it at any time. If you choose to complete the survey, we ask that you do so by <insert date>.

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Dissemination Evaluation Survey of the Implementation Webinar: Second Invitation

Dear <insert participant's name>,

As part of a project your organization is participating in that is funded by the Substance Abuse and Mental Health Services Administration and being implemented by MANILA Consulting Group, one week ago you were sent an invitation to participate in a Web-based survey to evaluate the Implementation Webinar provided to your organization. This letter serves as a friendly asking for your participation in the survey. Your participation is important as it will help us better understand the factors that influence an organization's decision to adopt evidence-based practices.

There are no right or wrong answers to the questions. We are interested in what you think. If you are uncomfortable answering a question, you may skip that question. Only members of the MANILA research team will have access to the survey data. They will not see your name in association with your survey. No one from your organization will see your answers.

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Dissemination Evaluation Survey of the Coaching Webinar: Initial Invitation

Dear <insert participant's name>,

Thank you for your participation in the Coaching Webinar provided to your organization as part of a project funded by the Substance Abuse and Mental Health Services Administration to examine factors that influence an organization's decision to adopt evidence-based practices. MANILA Consulting Group is working with SAMHSA to conduct this study. To evaluate the quality of this Webinar, we are asking for your participation in a Web-based survey.

There are no right or wrong answers to the questions. We are interested in what you think. If you are uncomfortable answering a question, you may skip that question. Only members of the MANILA research team will have access to the survey data. They will not see your name in association with your survey. No one from your organization will see your answers.

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Dissemination Evaluation Survey of the Coaching Webinar: Second Invitation

Dear <insert participant's name>,

As part of a project your organization is participating in that is funded by the Substance Abuse and Mental Health Services Administration and being implemented by MANILA Consulting Group, one week ago you were sent an invitation to participate in a Web-based survey to evaluate the Coaching Webinar provided to your organization. This letter serves as a friendly reminder asking for your participation in the survey. Your participation is important as it will help us better understand the factors that influence an organization's decision to adopt evidence-based practices.

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