

Attachment 10
Administrative Staff/Implementation Staff/Employers Recruitment
Letter

[Date]

[Name of Prospective Interview Participant]

[Address]

Re: Participation in Evaluation of the Tribal Health Profession Opportunity Grant Program

Dear [Name]:

NORC at the University of Chicago has been contracted by the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services to evaluate the Tribal Health Profession Opportunity Grant (HPOG). As you may know, through HPOG, ACF funded five Tribal grantees' programs to improve the strength and diversity of the Tribal health professional workforce.

As part of this evaluation study, NORC would like to conduct interviews with [grantee and partner administrative staff/implementation staff/employers]. **[insert appropriate description below]**

Administrative Staff: We would like to interview you to learn about the overall strategic approach of your program as well as the processes used to develop the program curriculum.

Implementation Staff: We would like to interview you to learn about program processes including marketing, recruitment and program implementation.

Employers: We would like to interview you to learn about your perceptions and experiences with program graduates, their degree of awareness of the program as a whole, and their views on the extent to which the program is making an impact on the creation of a workforce that is equipped to meet the demands of the current health care needs of Tribal communities. You will receive a [\$75 non-cash honorarium] for participating in this interview.

We anticipate that these interviews will provide us with important information about the structure of the program and special considerations and modifications for Tribal populations, as well as any challenges or successes you have encountered.

Discussions will be informal and you will receive a copy of the topics we hope to discuss with you and your team in advance. The information that we gather during these site visits will be very important to our final evaluation

report for ACF. Your participation in this study is voluntary and you will not be directly quoted. This discussion will last approximately [45/60/90 minutes].

We look forward to hearing whether you may be interested in participating in this interview, and appreciate your assistance in this very important evaluation. [Evaluation team member name] from NORC will be contacting you within the next few days to schedule a telephone interview. If you would like to email us a time for your interview, please contact [Evaluation team member name] at [phone number] or [email address]. If you have questions about this study, please contact me at meit-michael@norc.org or 301-634-9324.

Thank you for your participation in this very important study.

Sincerely,

Michael Meit, MA, MPH
Project Director