

Attachment 11
Program Participant Focus Group Recruitment Letter

[Date]

[Name of Prospective Focus Group Participant]
[Address]

Re: Focus group discussion on [name of program]

Dear [Name]:

You are receiving this letter because you are participating in [name of program] at [program implementation site name]. This program is a part of the Tribal Health Profession Opportunity Grant (Tribal HPOG), a program of the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS). On behalf of the ACF, NORC at the University of Chicago is conducting an evaluation of Tribal HPOG, and your input is a valuable part of this evaluation.

We are writing to invite you to participate in a focus group about [name of program]. Topics covered in the focus group will include how you learned about the program and your perceptions around program design and curriculum; supportive services; quality of instruction; and satisfaction with the Tribal HPOG program. The focus group will be held at [location] on [date] at [time], and will last about 90 minutes.

Participants will receive a [non-cash honorarium valued at \$75] for their time. Participation is voluntary, and you can stop participating at any time. There are no consequences for you if you should stop. You will not be identified in any reports.

If you are interested in participating in the focus group, or if you have any questions, please contact XXX at NORC at XXX-XX@norc.org. The information collected from these focus groups will help to inform ongoing ACF efforts to train future health professionals such as yourself – your participation is very much appreciated.

Thank you in advance for your participation.

Sincerely,

Michael Meit, MA, MPH

Project Director

[Grantee Contact]
Grant Director