

ATTACHMENT – E: Notification Email

This is a sample email message used to solicit story content for PHPSFF.

From: < OSTLTS Staff >

To: < STLT Staff >

Subject: Request to submit story content for *Public Health Practice Stories from the Field*

Dear [INSERT STLT staff name]

The Office for State, Tribe, Local and Territorial Support (OSTLTS) facilitates the collection, sharing, and dissemination of stories about the implementation of evidence-based and innovative public health practices in the field. OSTLTS seeks to standardize the collection of these stories – *Public Health Practice Stories from the Field* (PHPSFF). PHPSFF span a broad range of public health, performance management, and quality improvement topics. PHPSFF include information about programmatic activities, accomplishments, outcomes, and lessons learned. The purpose of collecting PHPSFF is ***to expand access to and use of applicable public health practice stories from the field.***

I would like to request that you consider submitting a story on [INSERT subject matter for story]. If you would like to submit a story, please complete the attached PHPSFF Story Collection Template. The template is a simple form for collecting the content of your story. It includes instructions and a self-check list to facilitate your information gathering and writing.

Please submit your form to me via email when complete. I will follow up to discuss the status of your story and to seek final approval from your agency for the content. Please note that PHPSFF are collected for the purpose of sharing information among public health practitioners. Your contact information is included in the story to facilitate networking and collaboration. The OSTLTS Communication Team will do final editing and may disseminate your story to other STLT health agencies. Dissemination will be through the “Have You Heard? Facts from the Field” email or the STLT Gateway at <http://www.cdc.gov/stltpublichealth/phpracticestories/index.html>.

Please respond to this message and indicate your intentions regarding this request to submit a PHPSFF. If you have questions or concerns regarding PHPSFF, please contact me. Thank you for your consideration.

Sincerely,

< OSTLTS Staff >