

Attachment K. Email with NPHII Assessment Instructions and Link

From: Arika Garg, NORC at the University of Chicago

To: Performance Improvement Managers or Principal Investigators in NPHII STLTs

Subject: NPHII Annual Assessment opens today!

Dear [NPHII PIM or Principal Investigator],

You have been selected to participate in the NPHII *Annual Assessment of Performance Management and Improvement Practices*. On behalf of the National Network of Public Health Institutes (NNPHI) and the Centers for Disease Control and Prevention (CDC), NORC at the University of Chicago is conducting the assessment to gather information about the performance management and quality improvement activities your agency has engaged in **during the past year of NPHII funding**.

We estimate that this online assessment will take approximately 20-25 minutes. You may stop the assessment and return to it later (instructions are provided at the end of this message). Please complete the assessment by [actual date TBD pending OMB approval]. To access the assessment, please follow this link: [Insert Link].

We are asking that your agency's Performance Improvement Managers (PIM) complete the assessment (if your health department has not yet hired a PIM, the principal investigator / author of the cooperative agreement application should complete the assessment). However, we realize that some questions may require input from your colleagues. For that reason, we sent a PDF version of the assessment in an email sent on [Insert actual date that email is sent]. We encourage you to print this version prior to completing the assessment to ensure that you are able to gather complete and accurate information. Please also refer to the PDF document when completing the assessment as it contains definitions for terms used throughout the assessment (terms that are defined in the PDF document will appear in bold when they are used in the assessment). For your convenience, we have included the PDF version of the assessment as an attachment in this email as well.

If you have any questions, please contact the following individuals:

- For information about this assessment, please contact Anita McLees, CDC, at zdu5@cdc.gov or 404-498-0316; or Nikki Lawhorn Rider, Research Manager, NNPHI at nlawhorn@nnphi.org or 251-928-8534.

- For assessment technical support, please contact Arika Garg (garg-arika@norc.org, 301-634-9479).

Thank you for your participation in this very important evaluation.

Sincerely

Arika Garg

NORC at the University of Chicago

Please note: If you do not wish to receive further emails from us, please click the link below, and you will be automatically removed from our mailing list. https://www.surveymonkey.com/optout.aspx?sm=AKd7eQOLYb34wwA1zgyZtA_3d_3d