

Attachment K. Invitation to NPHII focus group (off site)

Dear _____,

We hope this email finds you well!

As you may know, the National Network of Public Health Institutes (NNPHI) and the Centers for Disease Control and Prevention (CDC) are collaborating on the third year of the NPHII assessment. A key component of our third year activities will entail qualitative data collection in the form of focus groups. The goal of the focus groups is to better understand how various components of NPHII have, or have not, helped your agency achieve success. Results will be used to help CDC improve NPHII and help CDC plan for future public health improvement initiatives.

The focus groups will take approximately 2 hours and will be facilitated by a team member. We estimate there will be about 6-9 participants in each group, with a total of 7 focus groups. We would like to invite you to participate in an upcoming focus group that will be held on _____

Please reply to this invitation by _____ by emailing _____ indicating your willingness to participate. If you choose to participate, additional logistical information will be forthcoming.

NNPHI will cover all travel related expenses including your flight, meals, and accommodations.

Please note: all information shared during the focus groups will be completely anonymous. Results will be aggregated and shared with all participants, CDC, and the NPHII community at large and any identifying information (individual, agency, or jurisdiction) will be excluded from the transcripts, as well as any deliverables.

Thank you so much for your time. Please feel free to contact me with any questions.

Sincerely,

Brittany Bickford