

Attachment J – Email letter notifying participant of assigned focus group

Dear NHTSA CODES Network/Linkage Partner,

Thank you for agreeing to participate in a focus group session to help us understand:

- A. The characteristics of a successful CODES/linkage program
- B. How to build sustainability in a state data linkage program

You have been scheduled for the following focus group session:

<Date and time of scheduled session>

GoToMeeting will be used to conduct this focus group. In order to take part, you will need to have a computer with internet connectivity. Using the link provided you should be able to download the necessary GoToMeeting free software to test your system's compatibility for audio and video. If you have any issues downloading the software or testing your system's compatibility, please contact Jackie Milani for further assistance. Her contact information is below. You should be able to join this session directly through your computer and avoid using the telephone line if your computer has microphone and speaker system components. The link to access the session is: <url for the session>.

We would recommend that you join the session approximately 5-10 minutes prior to the start time to ensure that your access and entrance into the session is successful.

If this time is no longer good for you or you are unable to participate in a focus group for any reason please let us know so that someone else from your state might be contacted. If you find that you have any additional questions or concerns please feel free to contact either Gwen Bergen with the CDC gjb8@cdc.gov, John Kindelberger with NHTSA CODES John.Kindelberger@dot.gov or Jackie Milani with the University of Maryland Baltimore, National Study Center JMilani@som.umaryland.edu.