

Attachment - D: Program Managers Follow Up Email

ADD DATE HERE

Dear Colleague,

Last week, I sent an email to all STD program Directors and Managers requesting the names and contact information of all DIS who conduct partner service or notification activities. If you have already responded to that email, I sincerely appreciate your help and participation.

If you have not done so, please do by **INSERT DATE HERE**. We would like the following information:

Name
Organization (State, County, or City Name)
Work Phone Number
Work E Mail address

As a reminder, I am spearheading a national assessment of current IPS activities at both the state and local levels in order to update the National IPS Guidelines, identify potential best practices, and to establish a technical assistance network.

Participation by DIS in the assessment is voluntary and information obtained will be kept secure, and results from the assessment will be reported in aggregate form. The assessment was designed to take no more than 25 minutes of time and will not require DIS to research content to complete.

If you have any questions or concerns, please feel free to contact me. Thank you in advance for your cooperation and participation.

Sincerely,



Frank Strona
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IPS Coordinator
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