

Attachment A-2

TAC Evaluation – Emails to be sent to Grantees from Abt Associates

1) Thank You Note – Baseline Survey

To be auto-generated immediately after completion of the Baseline Survey

Subject: Thank you for your input!

Thank you for completing the Ryan White Technical Assistance Survey!

Our evaluation team will be following up with you to gather information about how the technical assistance has impacted your program over time. In approximately 6 months, you will receive an email from Diane Fraser with Abt Associates requesting your participation in our follow up evaluation activities. Please complete this survey when you receive it.

We very much value your input and wish your program continued success.

2) Follow-Up Survey Initial Email

To be emailed to Grantee six months after the TA event is completed.

Subject: Ryan White Technical Assistance Follow-Up Survey

Dear Ryan White Grantee,

Approximately 6 months ago, your program received technical assistance through HRSA/HAB and also completed a survey about that experience..

At this time our evaluation team is interested in learning more about the impact that technical assistance has had on your program over time. Your participation is voluntary and there are no penalties should you choose not to participate. However, we value your input & would very much like to know more about the technical assistance your program received.

The survey will take less than 10 minutes of your time to complete; we appreciate your participation!

Please click on this link to take the survey:

3) Follow-Up Survey Reminder Email

To be emailed to Grantee 10 days after the initial Follow-Up email is sent.

Subject: Ryan White Technical Assistance Follow-Up Survey- Reminder

Dear Ryan White Grantee,

Approximately 6 months ago, your program received technical assistance through HRSA/HAB and also completed a survey about that experience – thank you.

We recently sent you an email asking you to complete a follow-up survey about the impact of the technical assistance on your program. We'd like to remind you to complete the survey, as your input is very valuable and will help HRSA/HAB to make decisions about training and technical assistance for Ryan White Grantees.

The survey will take less than 10 minutes of your time to complete; we appreciate your participation!

Please click on this link to take the survey: