

# **ATTACHMENT 6E**

## **SITE VISIT CONFIRMATION E-MAIL: GRANTEE AND NON-GRANTEE PROGRAM DIRECTORS**

**From:** ICF Macro  
**To:** Program Director

**Subject:** Confirmation of Your Site Visit

Dear [prefix] \_\_\_\_\_:

We are writing to confirm the dates for the site visit and to provide other information regarding the visit. The site visit to **[insert program name]** in **[insert location]** will take place on **[insert dates]**. The site visitors will be **[Site Visitor 1]** and **[Site Visitor 2]**. Please take just a moment to respond to this e-mail confirming the dates for your upcoming site visit.

In preparation for the visit, please review the attachments (Instructions for Identifying Interviewees and Suggested Interviewees Form) and return the completed Suggested Interviewees Form to us at your earliest convenience (preferably no later than **[due date]**). We will have a follow-up call with you to confirm these interviewees, and we will share more detailed scheduling materials prior to our visit. We also will be sure to confirm with the selected interviewees when and where the site visitors will be meeting with them.

As mentioned in previous communications, we anticipate a 2½-day site visit. This timeframe may be shortened or extended depending on the number of persons the site visitors will interview and the activities that will be observed. We should be able to confirm the visit length with you when we have our follow-up call.

At the close of the site visit, the site visit team will have a joint wrap-up session with you and other program stakeholders of your choice. The purpose of this meeting will be to bring closure to the site visit and to go over next steps. The visitors will not be prepared to present findings because the data will not have been analyzed yet. However, a draft report will be sent to you within approximately 8 weeks of the site visit to present findings from this assessment and ask for your review and comment. In addition, we hope to be able to share data from surveys we are conducting in your state with a representative sample of physicians and the general population about their knowledge, attitudes, beliefs, and behaviors regarding colorectal cancer screening. We hope these data will help to strengthen your program strategies for promoting colorectal cancer screening at a population level.

Thank you for assisting us with setting up the logistics for the upcoming site visit. We look forward to the visit. We will be in touch again with one of the assigned site visitors to discuss final details and arrangements for the visit. If you have any questions or concerns, please do not hesitate to contact me directly. My contact information is noted below. Also, if you need additional clarification about what we have requested, or if you have questions about the overall project, please contact the ICF International project director, Michelle Revels, by phone at 404-321-3211 or by e-mail at [mrevels@icfi.com](mailto:mrevels@icfi.com).

Sincerely,

**[ICF International Coordinator]**

**[ICF International Coordinator], [Title]**

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