

Attachment 7

Initial Contact and Scheduling Email Templates

**Evaluation of the SAMHSA PDMP Electronic Health Record (EHR)
Integration and Interoperability Expansion (PEHRIIE) Program**

Initial Outreach Email Template – Key Project Staff and Stakeholders

Dear *(insert potential interviewee's name)*,

As you may be aware, the Centers for Disease Control and Prevention (CDC) and subject matter experts at Brandeis University are conducting an evaluation of the SAMHSA Prescription Drug Monitoring Program (PDMP) Electronic Health Record (EHR) Integration and Interoperability Expansion (PEHRIIE) cooperative agreement program aimed at improving real-time access to PDMP data and strengthening existing PDMPs. We are evaluating the implementation of the grantees' activities to expand their PDMP's interstate interoperability and integration with EHRs and other health information technology (HIT) systems as well as the impact of these changes on PDMP use and prescription drug overdose related outcomes. For more information on this planned evaluation, please see the attached evaluation plan summary.

In order to complete this evaluation, CDC evaluators will be conducting a series of in-person interviews with the key project staff and stakeholders who were involved in the development, implementation, and/or ongoing operations of the PEHRIIE-funded projects. *(Insert name of primary project coordinator in potential interviewee's state)* provided your name, as playing an important role in *(insert description of potential interviewee's role)*. As such, we would like to conduct an in-person interview with you during our visit to *(insert name of city and state)*.

The purpose of this interview is for us to understand the processes involved with the implementation of your project, some of the challenges that you encountered, the successes you've achieved, and any lessons that you've learned. Interview results will be summarized for each grantee state and provided to the project team. We expect this summary to benefit each project by providing an overview of perspectives on the project from those who participated in it, and guidance to future state efforts to expand interoperability of PDMP data using information technology.

This interview will take approximately 45 minutes. Our tentative dates for this visit are *(insert list of potential interview dates)*. At your earliest convenience, please let us know if you would be willing to participate in this interview, and if so, your availability during the dates listed.

Please be advised that your participation in this interview is voluntary. Moreover, should you choose to participate, you will not have to answer any question that you do not feel comfortable answering. We will email a copy of the relevant privacy information for this interview and well as the interview questions prior to our interview to help you prepare.

Thank you in advance for your time. We are looking forward to discussing your experiences with this exciting project in the near future.

Respectfully,

(Insert point of contact name and information)

On behalf of PEHRIIE Evaluation Team
Centers for Disease Control and Prevention
and Brandeis University

**Evaluation of the SAMHSA PDMP Electronic Health Record (EHR)
Integration and Interoperability Expansion (PEHRIIE) Program**

Initial Outreach Email Template – End Users

Dear (*insert potential interviewee's name*),

As you may be aware, the Centers for Disease Control and Prevention (CDC) and subject matter experts at Brandeis University are conducting an evaluation of the SAMHSA Prescription Drug Monitoring Program (PDMP) Electronic Health Record (EHR) Integration and Interoperability Expansion (PEHRIIE) cooperative agreement program aimed at improving real-time access to PDMP data and strengthening existing PDMPs. We are evaluating the implementation of the grantees' activities to expand their PDMP's interstate interoperability and integration with EHRs and other health information technology (HIT) systems as well as the impact of these changes on PDMP use and prescription drug overdose related outcomes. For more information on this planned evaluation, please see the attached evaluation plan summary.

In order to complete this evaluation, CDC evaluators will be conducting a series of in-person interviews with clinical end users of the PDMP systems involved in the PEHRIIE program. (*Insert name of appropriate PEHRIIE implementation site recruiter*) provided your name as someone who (*insert description of potential interviewee's role*) and who would be willing to participate in an interview with our evaluation team. We would like to conduct an in-person interview with you during our visit to (*insert name of implementation site*) while we are in (*city and state*).

The purpose of this interview is for us to understand the processes by which you are accessing the PDMP data, usability of the program, successes accomplished in integration with clinical operations and systems, challenges you face as a user of the system, and any recommendations you have for future improvements. Interview results will be summarized for each grantee state and provided to the project team. We expect this summary to benefit each project by providing an overview of the experiences of those who are accessing and using PDMP data in the new interoperability contexts, and guidance to future state efforts to expand interoperability of PDMP data using information technology.

This interview will take approximately one hour. Our tentative dates for this visit are (*insert list of potential interview dates*). At your earliest convenience, please let us know if you would still be willing to participate in this interview, and if so, your availability during the dates listed.

Please be advised that your participation in this interview is voluntary. Moreover, should you choose to participate, you will not have to answer any question that you do not feel comfortable answering. We will email a copy of the relevant privacy information for this interview and well as the interview questions prior to our interview to help you prepare.

Thank you in advance for your time. We are looking forward to discussing your experiences with this exciting project in the near future.

Respectfully,

(*Insert point of contact name and information*)

On behalf of PEHRIIE Evaluation Team
Centers for Disease Control and Prevention
and Brandeis University