

## **ATTACHMENT – D: Project Introduction Email to State Health Department HAI Coordinators and Epidemiologists**

Send message 1 week after OMB approval [Date TBD pending OMB approval]

**From:** Project Contractor

**To:** All State Health Department HAI Coordinators and Epidemiologists in the following states: Florida, Indiana, Kansas, Maryland, Michigan, Minnesota, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oregon, Tennessee, Texas, and Virginia.

**Subject:** Electronic Health Record Access for State Health Departments-Telephone Interview

Dear [Insert State Name] Health Department HAI Coordinators and Epidemiologists,

Through cooperative agreement, Centers for Disease Control and Prevention (CDC) and the Association of State and Territorial Health Officials (ASTHO) are preparing to interview key stakeholders in your state about state health departments' electronic health record (EHR) access in facilities. We are focusing on states that were most impacted by the 2012 healthcare associated infection (HAI) fungal meningitis outbreak but are also including states with experience responding to other HAI outbreaks, states that have addressed EHR access through legislation or other state policy, and states who are have experience using EHR and/ or are early adopters of health information exchanges.

We believe we will obtain useful information by focusing our inquiry on the follow key stakeholders in state health departments:

- Healthcare Associated Infectious Disease Coordinators and State Epidemiologist (infectious disease)
- State Counsel
- Informatics Officer

We will be contacting, by email, these key stakeholders in your state health department and ask for their participation in a 30-40minute phone interview. Information from interviews will be aggregated at the state level and compiled in a report that will support the development of a toolkit for states. The toolkit will provide states with a list of barriers; suggestions to mitigate those barriers; highlight best practices and policies that support EHR access; a menu of legal options; and may include practical tools such as templates for cooperative agreements, memorandums of understanding (MOUs) or policies.

If you have any questions about this project, please contact us at your earliest convenience. We look forward to talking with you.

Sincerely,

[Insert Name]