

ATTACHMENT D - Email and Interviewee Request Form to PIMs

Subject: Action Needed: Assistance Identifying Interviewees for NPHII Interviews

Dear <<insert PIM's name>>,

The Centers for Disease Control and Prevention (CDC) and the National Network of Public Health Institutes (NNPHI) has contracted with ICF International (a professional services consulting firm) to conduct an assessment of the National Public Health Improvement Initiative (NPHII). CDC will capture your perspective on NPHII in the Annual Progress Report; ICF is working with CDC to bring in feedback from additional perspectives.

As a Performance Improvement Manager, you have played a pivotal role in your organization's implementation of NPHII, and have a unique understanding of who in your organization would be best for us to speak with to learn more about NPHII's impact. We hope to interview a total of two leaders from your agency in the following roles:

- (1) An agency-level leader who has a leadership role over multiple units and/or has a position that can provide a high-level, cross-cutting view of the agency and is familiar with the implementation of NPHII.
- (2) A program-level leader who has a leadership role in a program or unit and was involved in some aspect(s) of NPHII work (e.g., quality improvement and/or performance management activities, and/or accreditation readiness).

We are particularly interested in speaking with leaders who have had enough interaction with NPHII to provide information to help us assess the most important accomplishments achieved with NPHII support, the impact of NPHII on the relationship of your agency with the broader public health community, the overall value of NPHII, and sustainability of activities initiated through NPHII support.

Please complete the online form located at the below link by <<Insert date>> to identify one suggested leader, and one alternate in each of these two roles.

<<Insert survey monkey link>>

These interviews will be conducted via telephone and will last approximately 60 minutes. We will contact the individuals you have suggested by email and phone and will mention that you suggested them as participants. Please feel free to contact the ICF project manager, Tamara Lamia (tamara.lamia@icfi.com; 404-321-3211) or Garry Lowry at CDC (gel2@cdc.gov; 404-498-0361) if you have any questions or concerns about this process.

We thank you in advance for your assistance in this important effort.

Regards,

<<Insert name of ICF Sender>>

NATIONAL PUBLIC HEALTH IMPROVEMENT INITIATIVE (NPHII):

WORKSHEET FOR IDENTIFYING AGENCY-LEVEL AND PROGRAM-LEVEL LEADER INTERVIEWEES

The purpose of this form is to determine key leaders at your agency to participate in telephone interviews as part of an assessment of the National Public Health Improvement Initiative (NPHII). We will be interviewing a total of two leaders from your agency. Please use this form to identify one suggested leader, and one alternate in the following roles:

- (1) Agency-level leaders who have leadership roles over multiple units and/or have a position providing high-level, cross-cutting view of the agency and are familiar with the implementation of NPHII.
- (2) Program-level leaders who have leadership roles in a program or unit and were involved in some aspect(s) of NPHII work (e.g., quality improvement and/or performance management activities, and/or accreditation readiness).

Please complete this form by [insert date]. After you have submitted this information, an ICF team member may contact you to confirm suggested interviewees and clarify any necessary information. We will use the confirmed list to contact the individuals directly for participation in a 60 minute telephone interview.

1. Agency-level leader: A key leader, at the organizational level, who can provide a cross-cutting perspective on the impact of NPHII-funded activities.			
Name	Title/Position	Contact Information	Brief description of involvement/engagement with NPHII
<i>Example: Jane Smith</i>	<i>Director, Public Health Division</i>	<i>Email: Jane.Smith@healthdept.gov Office phone: 1-555-123-1234</i>	<i>Engaged in agency-wide performance management activities; sponsored accreditation preparation activities</i>
Suggested interviewee:			
Alternate interviewee:			

2. Program-level leader: A key leader in charge of a programmatic or administrative unit within the larger organization (e.g., head of the chronic disease unit or director of human resources) whose unit was involved in one of more NPHII-supported activities.			
Name	Title/Position	Contact Information	Brief description of involvement/engagement in NPHII-supported activities
<i>Example: John Doe</i>	<i>HIV Program Director</i>	<i>Email: John.Doe@healthdept.gov</i>	<i>Worked with PIM to implement a QI initiative;</i>

		Office phone: 1-444-321-4321	<i>participated in the identification of performance standards and measures for an agency-wide performance management system.</i>
Suggested interviewee:			
Alternate interviewee:			