

ATTACHMENT G - Advance Notification Email

Date: Month, X, 2014 (*1 month prior to follow-up communication with potential interviewees*)

From: Bobbie Erlwein (NPHII Team Lead)

To: All NPHII Awardee Performance Improvement Managers (PIMs) and Principal Investigators (PIs)

CC: Project Officers, NPHII evaluation team members

Subject: Update on Plans to Assess the Value of the National Public Health Improvement Initiative

Dear Colleagues,

As you know assessing the value and impact of the National Public Health Improvement Initiative (NPHII) is an ongoing effort. Learning from the NPHII experience will inform current and future performance management and quality improvement initiatives. Plans for the next steps are really taking shape. Let me give you a heads up on where we are headed and where we might need your help.

The Office for State, Tribal, Local and Territorial Support (OSTLTS) is working with ICF International and the National Network of Public Health Institutes (NNPHI) to collect some qualitative information to assess the NPHII program. Specifically, we want to interview key leaders within your agency (i.e., agency-level leadership as well as program-level leaders that were engaged in NPHII activities). We won't be reaching out to every awardee to participate in interviews. Instead, we'll identify a list of awardees that represent a mix of states, tribal, local and territorial organizations. We are planning to complete about 42 interviews in total.

You don't need to do anything now. On July 7, staff at ICF will begin contacting Performance Improvement Managers from awardee agencies selected to participate in the interviews. If contacted, ICF will provide you additional details about the interview process prior to confirming your agency's willingness to participate. If you are among the awardees contacted, please try to make time to participate in this effort.

. Our goal is to complete scheduling by September 26, 2014 and all interviews by October 3, 2014.

I know that's a lot of information. If you have any questions or concerns at this stage, please contact me. Thank you for your consideration.

Sincerely,

Bobbie Erlwein
NPHII Team Lead