

ATTACHMENT – I: Introductory Email

Subject: CDC Requests your Participation in an Important IIS Initiative

Dear <Insert Name>:

I am writing to explore your willingness to participate in an online data collection regarding your organization's views on the value, services, and functionality of Immunization Information Systems (IIS).

Your input will inform a set of findings and recommendations that Offspring Solutions is developing for the Centers for Disease Control and Prevention (CDC) National Center for Immunization and Respiratory Diseases (NCIRD). The goal of this work is to identify current costs associated with IIS, develop an IIS Shared Services Catalog/implementation plan, and develop core funding and sustainment recommendations.

Our work is part of a coordinated portfolio of work that CDC is supporting related to immunizations and information technology.

The assessment will inquire about IIS processes and functionality, stakeholder relationships, cost and funding data, relationships with other IIS, impact of legislative policy, and reporting. If you prefer or if needed, you are welcome to have other members of your staff assist you in responding to any of the questions on the instrument.

In order to minimize the time dedicated to this endeavor, the assessment has been designed to take no more than approximately 45 minutes to complete and can be started and stopped at your convenience. Attached is a guide detailing the types of information we are hoping to gather through the assessment.

This link [[Insert Link](#)] will be activated starting on [[Date TBD pending OMB approval](#)] until [[Date TBD pending OMB approval](#)]

The results of discussions, data collection, interviews, and our literature review will support a set of findings and recommendations to CDC for how to best optimize IIS costs, increase efficiencies, and identify potential alternative funding sources.

I hope you will consider devoting time to this effort. Your input would be greatly appreciated. Please don't hesitate to let us know if you need further information or have any questions.

For more information, please contact Anne Cordon at acordon@offspringsolutions.com or by phone at (470) 246-4218.

<Insert Email Signature>