

ATTACHMENT – J: Interview Request

Subject: CDC Requests your Participation in an Important IIS Initiative

Dear <Insert Name>:

I am writing to explore your willingness to participate in an interview 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 interview 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 during the interview.

The Offspring team will also be conducting interviews over a 2 week period beginning [Date TBD pending OMB approval], which are estimated to take 60-90 minutes. For your review, a guide detailing the types of information we are hoping to gather is attached.

If you agree to the interview, please use the Doodle Poll link [Insert Link] to select the listed dates/times that are available and convenient for an interview. If none of these dates/times are convenient, please enter dates/times in the Doodle Poll comment box that does work for you. We will also contact you to follow up on scheduling the interview.

Please note that the online assessment should be completed prior to the date of the interview.

The results of discussions, assessments, 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>

