

## **Attachment B: Invitation to Participate in Telephone Interview and Overview of the Project**

Dear Immunization Program Manager,

The Association of State and Territorial Health Officials (ASTHO) has recently embarked upon a project with the Immunization Services Division at the Centers for Disease Control and Prevention (CDC) to gather, analyze and synthesize information needed to describe the staffing level and structure used to implement core immunization program components and identify opportunities to enhance the effectiveness and scalability of immunization program staffing models. A one-page overview of the project is attached to provide you with additional information about the project.

ASTHO has contracted with CMT Consulting, LLC to conduct telephone interviews with each of the 64 immunization program managers. The objectives of the interviews are to: (a) describe the staffing level and structure used to implement core immunization program components; (b) identify strengths and weaknesses associated with your immunization program's current staffing level and structure; and (c) identify opportunities to enhance the effectiveness and scalability of immunization program staffing models.

Within the next two weeks, a team member from CMT Consulting will be contacting you via email to request additional information and/or schedule a telephone interview. We ask for your cooperation in providing requested information and participating in a one hour telephone interview.

If you have any questions, please contact Carol McPhillips-Tangum, Lead Consultant for CMT Consulting, at 404-377-4061 or [ctangum@mindspring.com](mailto:ctangum@mindspring.com) or Kim Martin, Director of Immunization at ASTHO, at 571-522-2312 or [kmartin@astho.org](mailto:kmartin@astho.org).

Sincerely,

<Insert name, title of ASTHO official>

# CORE IMMUNIZATION PROGRAMMATIC AND STAFFING NEEDS

## Project Overview



*A comprehensive and effective immunization program requires a robust infrastructure at the federal, state, and local levels. Although Section 317 of the Public Health Service Act has been instrumental in building public health immunization programs across the nation, there continues to be wide variation across state health departments with regard to how immunization programs are structured and resourced. In the current political and economic environment, it is more important than ever to be able to identify the core components of successful immunization programs, understand the reasons for variations in how these programs are structured and resourced, and identify a staffing model to support those components. Having a better understanding of these core components and staffing models is important to building and sustaining the infrastructure underlying public health immunization programs.*

### What is the purpose of this project?

The purpose of this project is to gather, analyze and synthesize information needed to **define the core components of an immunization program** and **describe effective staffing models** for implementation of these core components.

### Who is sponsoring and implementing this project?

This project is a joint effort of the Centers for Disease Control and Prevention (CDC) and the Association of State and Territorial Health Officials (ASTHO). Under contract to ASTHO a consultant team from CMT Consulting, LLC. will conduct an environmental scan, interview immunization program managers and synthesize the information.

### Questions?

Please contact **Carol McPhillips-Tangum**, Lead Consultant for CMT Consulting, at 404-377-4061 or [ctangum@mindspring.com](mailto:ctangum@mindspring.com) or **Kim Martin**, Director of Immunization at ASTHO, at 571-522-2312 or [kmartin@astho.org](mailto:kmartin@astho.org).

### What is the project timeline?

Data collection will begin in the Fall of 2014 and the final report is expected to be completed in early 2015.

### What are the project's key features?

An **environmental scan** will be conducted to gather information about each of the 64 federally-funded state, territorial, and large urban area immunization programs, and **telephone interviews** will be conducted with the program managers from each of the immunization programs. Information gathered during the environmental scan and interviews will be compiled into a report and presented to ASTHO and CDC.

