

Attachment C: Reminder Email

Dear Immunization Program Manager,

You should have recently received an email asking you to participate in a telephone interview designed to describe the variation that exists in 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. This is a friendly reminder to respond to any communication that you should have recently received from CMT Consulting, LLC.

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.

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 or Kim Martin, Director of Immunization at ASTHO, at 571-522-2312 or kmartin@astho.org.

Sincerely,

<Insert name, title of ASTHO official>