

ATTACHMENT B: EMAIL INVITATION TO RESPONDENTS

1. Original Email

Dear [Grantee Staff Member or SAMHSA Staff Member],

This message is regarding your ongoing participation in a Learning Community event organized by SAMHSA's Grantee Data Technical Assistance (GDTA) project.

GDTA provides technical assistance to SAMHSA grantees and project officers on the collection, management, and utilization of data. The project is designed to improve the accuracy, completeness, and timeliness of grantee data and to promote the use of data to improve practice, program design, and policy development.

In order to provide the most relevant and helpful assistance possible, we are conducting a satisfaction survey to determine Learning Community participants' level of satisfaction with the training and/or materials provided. SAMHSA is requesting that participants complete this **SAMHSA GDTA Satisfaction Survey** for the event referenced in the survey. The person who completes the survey should be the one who has participated most frequently in the Learning Community's events.

Your link to the survey is [personalized link to survey].

If you have any questions, please contact our project team at GDTA@center4si.com or (866) 639-6577.

Your participation will help the GDTA team continually improve its customized trainings and products to meet your needs. Thank you for your participation.

2. First Reminder Email Sent One Week After Initial Distribution

Dear [Grantee Staff Member or SAMHSA Staff Member],

This message is regarding your ongoing participation in a Learning Community event organized by SAMHSA's Grantee Data Technical Assistance (GDTA) project.

GDTA provides technical assistance to SAMHSA grantees and project officers on the collection, management, and utilization of data. The project is designed to improve the accuracy, completeness, and timeliness of grantee data and to promote the use of data to improve practice, program design, and policy development.

This message is a reminder to an email sent last week asking for feedback on the GDTA Learning Community. In order to provide the most relevant and helpful assistance possible, we are conducting a satisfaction survey to determine Learning

Community participants' level of satisfaction with the training and/or materials provided. SAMHSA is requesting that participants complete this **SAMHSA GDTA Satisfaction Survey** for the event referenced in the survey. The person who completes the survey should be the one who has participated most frequently in the Learning Community's events.

Your link to the survey is [personalized link to survey].

If you have any questions, please contact our project team at GDTA@center4si.com or (866) 639-6577.

Your participation will help the GDTA team continually improve its customized trainings and products to meet your needs. Thank you for your participation.

3. Second Reminder Email Sent Four Weeks After Initial Distribution

Dear [Grantee Staff Member or SAMHSA Staff Member],

This message is regarding your ongoing participation in a Learning Community event organized by SAMHSA's Grantee Data Technical Assistance (GDTA) project.

GDTA provides technical assistance to SAMHSA grantees and project officers on the collection, management, and utilization of data. The project is designed to improve the accuracy, completeness, and timeliness of grantee data and to promote the use of data to improve practice, program design, and policy development.

This message is a reminder to an email sent four weeks ago asking for feedback on the GDTA Learning Community. In order to provide the most relevant and helpful assistance possible, we are conducting a satisfaction survey to determine Learning Community participants' level of satisfaction with the training and/or materials provided. SAMHSA is requesting that participants complete this **SAMHSA GDTA Satisfaction Survey** for the event referenced in the survey. The person who completes the survey should be the one who has participated most frequently in the Learning Community's events.

Your link to the survey is [personalized link to survey].

If you have any questions, please contact our project team at GDTA@center4si.com or (866) 639-6577.

Your participation will help the GDTA team continually improve its customized trainings and products to meet your needs. Thank you for your participation.