

## FIRST EMAIL MESSAGE FOR SCHEDULING INTERVIEW

Hello \_\_\_\_\_

My name is John Stieger, and I am a project manager with the National Public Health Information Coalition. Our organization is working with the CDC on a project to obtain feedback from selected immunization awardees to help us improve vaccine coverage data reports.

Thank you for agreeing to help us with this project.

Our first step is to conduct 11 key informant interviews of awardees, including relevant staff in your health department. The purpose of this message is to find a time when we can conduct your interview.

We can accommodate up to five people from your department in the interviews including the following people, assuming you have these roles in your department. If you believe it is important to include more than these people, please email us with information about the additional staff and their roles.

- Immunization Program Manager
- Communications director or public information officer who works closely with the immunization program
- Lead policy/legislative staff person who works with the immunization program
- The CDC assignee who works in your immunization program

Others participating in the interviews will include staff from CDC's Immunization Services Division, the CDC Program Operations Branch Project Officer, and the interviewer.

We anticipate these interviews will take about an hour. Below are several times that we have available for an interview with your department. Please place X's in the boxes indicating when you and your staff are available or not available. **We would appreciate getting your response by DATE.** Once we have agreed on a date and time, we will follow up with additional information and a calendar appointment. Thank you very much for supporting this important project.

Date	Time	Available	Not available