

Attachment 9 Grantee Site Visit Advance Letter

[Date]

[Name of Grantee Contact]
[Address]

Dear [Name]:

As you know, NORC at the University of Chicago, and our subcontractors, the National Indian Health Board and Red Star Innovations, have been contracted by the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services (HHS) to evaluate the Tribal Health Profession Opportunity Grant (Tribal HPOG). We have received approval from the NORC Institutional Review Board and HHS Office of Management and Budget to conduct this evaluation and would like to collaborate with you to develop an appropriate recruitment strategy for each of the following evaluation components:

- Interviews with grantee administrative staff or partners;
- Interviews with site program staff;
- Interview with employers;
- Focus groups with program participants;
- Interviews with program completers; and
- Interviews with non-program

Discussions will be informal and participants will receive a copy of the topics we hope to discuss in advance. The information that we gather during these interviews and focus groups will be very important to our final evaluation report for ACF. Open and honest feedback is appreciated. It is important to note that participation is voluntary; participants can choose to decline participation or end the discussion at any time, with no consequences. Participants will not be identified in any reports.

We would like to request your assistance in developing the best and most culturally appropriate recruitment strategy to reach out to these important program stakeholders. We anticipate that you may want to reach out to implementation staff or community partners prior to us employing more formal recruitment mechanisms (i.e., a recruitment letter) and would like your assistance in determining what will work best in your community. We look forward to conducting this evaluation, and appreciate your assistance in helping us with the recruitment process.

To get started, we would like to set up a call to discuss this request in more detail and will send you a follow up email with some potential dates/times. Feel free to contact me with any questions.

Sincerely,
Michael Meit, MA, MPH
Project Director

[Attach IRB and OMB approval notice]