

Attachment 4: Letters to Potential Survey Respondents

Script # 1 Email invitation to potential respondents in the Core Competencies Survey

Dear [Invitee],

My name is Cheryl Gagne from the Bringing Recovery Supports to Scale Technical Assistance Center Strategy (BRSS TACS). [Name of nominator] recommended that I contact you to participate in the Core Competencies Survey. You were nominated for participation because of your expertise in peer support and/or recovery coaching. This survey is an important part of a project called, "Identifying Core Competencies for Peer Workers in the Behavioral Health Workforce." We are very interested in getting your feedback on proposed core competencies developed by peers and other experts in peer support and peer recovery coaching.

The Core Competencies Survey has 66 items and may take as long as 2 hours to complete. All the information that you provide will be kept confidential and used solely for the purpose of this project. The information you provide will be used to further guide our efforts in describing the core competencies for peer workers in behavioral health services. To compensate you for time and valuable information, we offer a \$25.00 honorarium.

If you are interested in participating, please respond to this email stating your interest. Surveys will need to be completed between [start of data collection date range] and [end of data collection date range].

If you have any question, please contact me at this email or call me at (781) 247-1753. I will look forward to hearing from you.

Sincerely,

Cheryl Gagne, Sc.D.

Cheryl Gagne, Sc.D.
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Script # 2 Email reminder to potential respondents in the Core Competencies Survey

Dear [Invitee],

My name is Cheryl Gagne from BRSS TACS. I am writing to remind you to respond to an email invitation that was sent to you on [date of first invitation] inviting you to participate in the Core Competencies Survey.

Because you were nominated as an expert peer worker by [name of nominator], we are anxious for your participation in the “Identifying Core Competencies of Peer Workers in the Behavioral Health Workforce” project. The Core Competencies Survey will ask you to rate competencies in terms of their importance for peer workers to have. People who respond to the survey will receive a \$25.00 honorarium for their contributions.

I hope that you can respond as soon as possible and indicate whether or not you would like to be involved. Your response is valued by the BRSS TACS, SAMHSA and the entire peer workforce community. Your response, along with those of other exemplary peer workers in the field, is critical in giving us the information needed accurately describe the competencies needed by peer workers in the behavioral health workforce. If you would be willing to participate please respond to this email stating your interest. Surveys must be completed between [start of data collection date range] and [end of data collection date range].

If you have any questions, please email me or give me a call at (791) 247-1752. I'll look forward to hearing from you.

Sincerely,
Cheryl Gagne

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