

## Att B. Introductory Email

Dear (*TCP Program Manager*):

We are requesting your participation in a phone interview to collect information about the program infrastructure of your state tobacco control program. This information will be used by the Office on Smoking and Health (OSH) to understand more fully the status of infrastructure in state-based tobacco control programs, and to determine the support needed to sustain program infrastructure necessary for continued progress in reducing tobacco use and harms. The collection of infrastructure information will also facilitate efforts to assess the linkages between program infrastructure, implementation, and outcomes.

Tobacco control program infrastructure is an important feature of CDC's *Best Practices for Comprehensive Tobacco Control Programs*.<sup>1</sup> Moreover, the National State-Based Tobacco Control Programs Logic Model includes evidence-based strategies and activities designed to develop and maintain tobacco control program infrastructure consistent with the Component Model of Infrastructure (CMI) (cite DP15-1509). The CMI is based on data derived from experiences of public health practitioners and describes the infrastructure factors that characterize successful public health programs, including state tobacco prevention and control programs (Lavinghouze et al., 2014). OSH recently developed and tested a "CMI Mini Tool" to assess the core components of the model, including partnerships, leadership, planning, and data use.

Your participation in this interview is completely voluntary. You may choose to skip questions or stop the interview at any time—that will not in any way impact the funding or technical assistance you receive from CDC.

**We ask that you please respond to this e-mail by [date] with 3 times and dates that fit your schedule.** Mini Tool interviews will last no longer than 90 minutes, and we will work to accommodate your schedule.

The tool contains short-answer and multiple-choice questions about your program's partnerships, leadership, planning, and use of data. The tool has been attached for you to review. You do not need to complete the tool prior to our interview. However, you might want to keep it on hand so that you can "read along" during the interview.

OSH is using the CMI tool to collect infrastructure information from program managers from all state tobacco control programs. Findings will be used by OSH to gain a better understanding of relevant infrastructure issues among state tobacco control programs and to help plan for technical assistance to support continued progress in tobacco prevention and control. State program managers who participated in our pilot test reported that the Mini Tool interview was clear, concise, and thought-provoking.

Ashley Andrews of RTI International (OSH evaluation contractor) will be scheduling these interviews. Ashley can be reached by e-mail ([aandrews@rti.org](mailto:aandrews@rti.org)) or phone (770-407-4957).

Thank you, for your participation in this important effort.

René Lavinghouze, MA  
Evaluation Team Lead  
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## Reference

1. Centers for Disease Control and Prevention. *Best Practices for Comprehensive Tobacco Control Programs — 2014*. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014 (b)