

Att. E: E-mail Reminders

First e-mail reminder to complete assessment:

Dear [insert name],

This is a reminder to please complete the “Local Health Departments and PrEP: Defining Roles and Resource Needs” assessment, which was first e-mailed to you on [insert date]. The assessment will close on [insert date].

The National Association of County and City Health Officials (NACCHO), with funding and support from the Centers for Disease Control and Prevention (CDC), is conducting this assessment to (1) identify and explore local health department (LHD) engagement in the implementation of pre-exposure prophylaxis (PrEP) for HIV prevention; and (2) determine what resources and other support are needed by LHDs to advance and enhance engagement in PrEP implementation. This information is important for understanding how LHDs are currently engaged in PrEP, what LHDs perceive as their role(s) in PrEP implementation, what opportunities and challenges LHDs are facing related to PrEP, what strategies have proved successful for supporting PrEP implementation, and what additional resources and assistance are required to support the role of LHDs in PrEP implementation.

To take this assessment, please click the link below. It should take approximately 30 minutes to complete. From the first page of the assessment tool, you will be able to access a printable version of the assessment questions so that you can familiarize yourself with the type of information being requested. If you have any questions, please contact Gretchen Weiss, Senior Program Analyst for HIV/STI/HCV at gweiss@naccho.org or 202-507-4276.

[Insert link]

Your participation in this assessment is voluntary. Your response is essential to ensure that this assessment will provide an accurate picture the role of LHDs in PrEP implementation and the resources and assistance needed to support this role. Thank you in advance for your time and attention. We look forward to continuing to engage and support you in these efforts.

Sincerely,

Gretchen Weiss

Gretchen Weiss, MPH
Senior Program Analyst
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www.naccho.org

Final e-mail reminder to complete assessment:

Dear [insert name],

This is a final reminder to please complete the “Local Health Departments and PrEP: Defining Roles and Resource Needs” assessment, which was first e-mailed to you on [insert date]. The assessment will close in 7 business days, on [insert date]. Your response is essential to ensure that this assessment will provide an accurate picture the role of local health departments (LHDs) in PrEP implementation and the resources and assistance needed to support this role.

To take this assessment, please click the link below. It should take approximately 30 minutes to complete. From the first page of the assessment tool, you will be able to access a printable version of the assessment questions so that you can familiarize yourself with the type of information being requested. If you have any questions, please contact Gretchen Weiss, Senior Program Analyst for HIV/STI/HCV at gweiss@naccho.org or 202-507-4276.

[Insert link]

Your participation in this assessment is voluntary. Thank you in advance for your time and attention. We look forward to continuing to engage and support you in these efforts.

Sincerely,

Gretchen Weiss

Gretchen Weiss, MPH
Senior Program Analyst