

NATIONAL CENTER FOR CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION (NCCDPHP) STATE HEALTH DEPARTMENT STAFF TRAINING NEEDS ASSESSMENT:

EMAIL TO INVITATION TO RESPONDENTS

Subject: National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP):
Invitation to participate in an online needs assessment

Dear <<insert name>>,

The Centers for Disease Control and Prevention (CDC) has contracted with ICF International (a professional services consulting firm) to conduct an assessment of State Health Department chronic disease prevention and health promotion staff training needs to inform the development of 5-year NCCDPHP training plan. You were nominated by your Chronic Disease Director, <<insert name>> as someone who could provide valuable information to this needs assessment. We would like to invite you to participate in this needs assessment and help CDC to better understand your training needs.

ICF has developed the training needs assessment through SurveyMonkey™, which will take no longer than 30 minutes to complete. This data collection instrument is designed to allow you to save responses and resume completion at a later time. This survey link is unique to you and cannot be shared with others.

Please note that responses provided to this data collection instrument will be maintained securely by ICF International staff. All findings provided to CDC will be in aggregate—across all respondents—and without linking specific responses to the respondents that provide them. ICF will not provide CDC with information about which programs or specific respondents participate or do not participate in this needs assessment.

Please click on the Web link below to access the needs assessment .**[INSERT WEB LINK AND INSTRUCTIONS]**

**Please note that the link to the needs assessment may not open if you are working from a mobile device.*

***Please note that you cannot share this link with others.*

The needs assessment will close on <insert date>.

If you have any questions, please feel free to contact the ICF manager, _____ (<insert email>; 404-321-3211) or <insert CDC contact name> at CDC (<insert CDC contact email address here>).

Thank you for in advance for your willingness to participate.

Regards,

<<Insert name of ICF Sender>>