

ATTACHMENT G: Assessment Notification Email (Tailored for 1305 ECE Coordinator)

Respondent Group 1: Data Collection instrument notification email for State Health Department Early Care and Education Staff

Send message on assessment opening date [Date TBD pending OMB approval]

From: Carrie Dooyema

To: 1305 Early Care and Education Coordinators in State Health Department (all States, and DC)

Subject: Assessment about state obesity prevention in the Early Care and Education setting- NOW OPEN

Dear [Insert Health Professional name]

The primary goal of CDC's Division of Nutrition Physical Activity and Obesity (DNPAO) is to improve health through proper nutrition, physical activity and obesity prevention. A priority setting for obesity prevention is the early care and education setting (ECE). To learn more about state activities in this setting we are conducting a short assessment with:

- State Health Department ECE coordinators who support obesity prevention in the ECE setting for CDC's 1305 grant
- State Child and Adult Care Food Program (CACFP) Directors who support the federal CACFP program that provides reimbursement for meals/snacks served in ECE

We are asking for your participation in a short, one-time information collection request. Information collected through this request will be used create CDC's first State Indicator Report on the Early Care and Education setting (ECE SIR). CDC publishes State Indicator Reports describe state activities in a particular target area. They are used by government officials at both the state and national level to describe how obesity prevention has been included in states, guide state health department obesity prevention work in the ECE setting and highlight successful state efforts. The information collected in this request will be combined with other publically available data to create the ECE SIR.

The ECE SIR will describe how states have embedded obesity prevention in their state ECE systems or in state programs such as CACFP.

Your participation is very important to us. Data provided in this assessment will be combined with other publically available data to create the ECE SIR. You can complete this data collection instrument online at: [ASSESSMENT LINK]. The data collection instrument will be open until [3 weeks after OMB approval].

Completing the data collection instrument is voluntary and takes approximately 30 minutes. CDC will not publish or share any personal identifying information about you as an individual. Data will be reported at the state level and we ask that you complete this assessment as it pertains to your job duties at your state agency. There are no known risks or direct benefits to you from participating or choosing not to participate, but your answers will help CDC create and publish the first ECE SIR.

If you have any questions or concerns about this assessment, please contact Carrie Dooyema at cdooyema@cdc.gov. Thank you in advance for taking the time to complete this assessment.

Sincerely, Carrie Dooyema, MSN, MPH, RN
Behavioral Scientist Center for Disease Control, DNPAO