

## Attachment C—Introductory Email

Dear (Waterborne Disease Prevention Program Coordinator):

CDC's Waterborne Disease Prevention Branch (WDPB) is interested in speaking with state waterborne disease prevention program coordinators to collect information about your program's infrastructure and capacity. We would like to hear about what helps or hinders your program from achieving its long term vision/desired capacity. This information will be used by WDPB to understand how state-level infrastructure and capacity influences the ability to detect, investigate, report, and prevent waterborne diseases.

We are conducting phone interviews with state public health colleagues over the next few weeks, and would love to hear from you! We know you are all very busy, but please consider sharing your valued insights. **We ask that you please respond to this e-mail by {DATE} with 3 times and dates that fit your schedule.** Interviews will last no more than 60 minutes, and we will work to accommodate your schedule.

The main questions we would like to ask during the interview are:

1. What is the current capacity of your waterborne disease prevention program to detect, respond, and prevent waterborne diseases?
2. What is the long term vision (desired capacity) of your waterborne disease prevention program's capacity to detect, respond, and prevent waterborne diseases?
  - a. Where would you like to be in terms of capacity? What would you like to accomplish?
3. What do you believe will help facilitate progress towards the desired capacity?
4. What do you see as obstacles or challenges to making progress towards your desired capacity?

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 would also like to record the conversation to accurately document the questions and your responses. Any information you provide during our conversation will be kept secure and no information or quotes will be publicly linked to you or your state. After transcription of our conversation is complete, the recording will be deleted and no personal identifiable information will be retained. All data will be reported in aggregate form within all reports and potential publications.

Findings from these interviews will be used by WDPB to gain a better understanding of relevant infrastructure issues among state waterborne disease prevention programs and to help plan for technical assistance to support continued progress in waterborne disease prevention and control.

If you would be willing to share your perspective, please contact me at {EMAIL ADDRESS} or {PHONE NUMBER} to set-up an interview. Thank you for your participation in this important effort.

Sincerely,