

Attachment E: Contact Reminder Call

Hello _____,

“My name is Pooja Verma from NACCHO, and I’m calling to follow-up about a recruitment notice that you may have received from your health director last week regarding the Community Health Status Indicators website, abbreviated CHSI. CHSI is a web-based community health assessment tool that provides data on indicators of health outcomes, health care access and behaviors, and social factors that describe the population health status of a county.

NAACHO is planning to hold focus groups with health department staff to discuss the awareness, use, and benefits of the CHSI resource for local health departments. Last week, we emailed your health director with information about this assessment with a recruitment form for the purpose of identifying staff who were familiar with CHSI and might be interested in participating in a focus group to provide more feedback. We are interested in staff such as data analysts and others who work on community health assessment and planning activities at your health department. You were recommended as a potential candidate for this assessment, and consequently, we asked that the recruitment form be passed onto to persons such as yourself to complete and return to NACCHO.

Did you receive this notice?” [Wait for response . . .]

- **If they respond “No,”** that they didn’t receive the notice, inform respondent that you would like to email the recruitment assessment directly to them, and ask if they would consider filling it out. If the respondent is not interested in receiving the assessment, ask them if they can recommended another individual at their LHD who might be a good candidate for the assessment. If they can’t think of anyone, thank the respondent for their time and inform them that there will be no efforts to contact them again regarding this assessment.
- **If they respond “Yes,”** that they did receive the notice, ask them if they completed and sent the recruitment form.
 - **If they already sent the recruitment instrument**, inform them that you haven’t come across anything as yet, and if they would consider resending it; or you are willing to verbally record the information requested on the recruitment instrument (right now during this call) – including their interest in participating in a focus group.
 - **If they have not yet sent the recruitment instrument**, ask them if they still plan to do so. . .
 - If they intend to complete and send the recruitment information, give them the options of: a) you collecting and recording their information right now during this call; or b) you resending the instrument directly to them and waiting for their return as quickly as possible.
 - If they do not plan to complete and send the recruitment, thank the respondent for their time and inform them that there will be no efforts to contact them again regarding this assessment.

- END -