

Attachment F: Focus Group Scheduling Call

Hello _____,

“My name is Pooja Verma from NACCHO. Thank you for volunteering to participate in a telephone focus group to provide feedback about the awareness, use, and benefits of CHSI. We identified you as a good candidate for a focus group, and we would like to schedule the focus group based on the availability of yourself and other participants. Please let me know your available days and times for a 90-minute slot in the next two weeks.

[Record the available options of the volunteer.]

“Thank you. We will schedule a time that is good for you and the fellow participants and send a confirmation email within the next week with the day, time, and call-in information for the focus group. The confirmation email will also have my contact information should you have questions in the interim.”

-END-