

## **Attachment G: Focus Group Confirmation Email**

Dear \_\_\_\_\_,

Your focus group is scheduled for [day], [date], at [time] (EST).

This focus group will take place by conference call with up to 7 other health officials from local health departments who will provide feedback about the Community Health Status Indicators (CHSI) online community assessment tool.

All participants will remain at their home locations and call into a conference line. Please call

**Phone: 866.740.1260; Access: 5074206#**

This information has also been sent to you via an Outlook invitation, so that you may import it directly into an electronic calendar if you choose.

If you have any questions, contact me at 202-507-4206 or [pverma@naccho.org](mailto:pverma@naccho.org).

Sincerely,

Pooja Verma, MPH  
Senior Analyst, Performance Improvement  
National Association of County and City Health Officials