

Attachment H: Focus Group Confirmation Call

Hello _____,

“My name is Pooja Verma from NACCHO. You expressed an interest in participating in a focus group about the CHSI community health indicators tool, and I am calling to follow-up about a confirmation email that I sent to you last week [or earlier this week]. I have not gotten your response to the email. Are you still able to participate in the focus group?”

If yes, acknowledge their verification, remind them of the scheduled day and time, and offer to resend the confirmation email for their records.

If no, thank the participant for their consideration. Record that this individual will not be available for the focus group.

-END-