

Attachment E. Reminder Email

Dear [recipient's name],

This is a reminder to please complete the Assessment of the STD/HIV Disease Intervention Specialist (DIS) Workforce, which was first emailed to you on [date]. The assessment will close on [date and time]. **Please use the following link to take the assessment: [hyperlink].**

The National Association of County and City Health Officials (NACCHO) and the National Coalition of STD Directors (NCSD), with funding and support from the Centers for Disease Control and Prevention (CDC), are conducting this assessment to enumerate the number of STD DIS positions within the U.S. public health workforce and to assess STD/HIV DIS workload and capacity and how often DIS are utilized outside of health department STD/HIV programs. This information is being collected to inform a CDC-led effort to develop a national certification program for DIS. Your participation in this assessment is critical to the development of a certification program that meets the needs of DIS, health departments, and other partners and stakeholders across the country.

The assessment should take approximately 20 minutes to complete. Once you begin the assessment, you will be able to save and continue at a later time. Your participation in this assessment is voluntary. Your responses will be associated with your health department for internal purposes only. Data will be reported in aggregate only and reports will not identify specific health departments. Information collected through this activity may also be written up for publication in a peer-reviewed journal and presented at national conferences.

A printable version of the assessment instrument is available at [hyperlink]. Please review the instrument before beginning the assessment. It includes the assessment questions and instructions, background information, and criteria for inclusion in the STD/HIV DIS enumeration.

Thank you in advance for your time and effort. If you have any questions, please contact Gretchen Weiss at NACCHO or Kelly Mayor at NCSD.

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Sincerely,
Gretchen Weiss

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