

[NAME of health director/officer]
[STREET ADDRESS]
[ADDRESS LINE 2]
[CITY, STATE, ZIP]

Dear [NAME of health director/officer]:

The Centers for Disease Control and Prevention (CDC) is conducting a County Health Policy Implementation Assessment (CHPIA). The purpose of this information collection is to understand the role of local health departments as partners in policy development and implementation that impacts the health of their residents. Currently data is being collected in two states, North Carolina and Washington. This data collection is endorsed by both the North Carolina Public Health Association and the Washington State Public Health Association.

For the CHPIA, all County Health Directors or Health Officers of local health departments in North Carolina and Washington State will be asked to answer questions about the role of their organization in policy making for their health jurisdiction. You have received this letter because you are the current Health Director or Health Officer for a local health department in one of these two states. If you are not the most knowledgeable person in your local health department to complete this assessment, please email chpia@rti.org the contact information (name and email address) of the person in your local health department who can complete the assessment. The most knowledgeable person should be someone who:

- 1) serves in a leadership position such as a department head, such as Director of Nursing, Director of Environmental Health, Chronic Disease Department,
- 2) has at least 3 years' experience in a leadership role with the local health department, and
- 3) has broad knowledge of the local health department's role in the local policy environment, especially in chronic disease prevention and health promotion policies and practices.

To complete the assessment, please go to <https://chpia.cdc.gov> and enter the unique credentials provided below in the appropriate spaces.

Login: [LOGIN]

Instructions for completing the assessment are provided on the CHPIA website. If you have any questions you can contact the organization assisting the CDC, RTI International, at 919-541-7218. You can also contact the CDC directly by calling me at 770-488-4609 or by email at ivk7@cdc.gov. Your participation is voluntary and no information will be specifically linked to individual responses. All data will be kept secure and will be presented in aggregate form. The assessment will take about 20 minutes to complete. Health departments that cover more than one county can expect each additional county that is reported on to take about 8 more minutes. If you would like a copy of the report at the end of the project, we will be happy to provide one for your information.

Your input is critical to the success of this endeavor. Thank you for your cooperation!

Sincerely,



Carol Pierannunzi
Centers for Disease Control and Prevention

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