

## Attachment G: Email Reminder

Dear [NAME],

A couple weeks ago, you were sent an email regarding an online assessment of local health departments' roles in the development and implementation of health policy. Input from your county is very important to understand the health policy partnerships between organizations at the local level. Your participation is voluntary and no information will be specifically linked to individual responses. 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. All data will be kept secure and will be presented in aggregate form. 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.

If someone at your department has already completed the assessment, please accept my sincere thanks. If not, please complete the online assessment **within the next week**.

If you are not the most knowledgeable person in your local health department to complete this assessment, please email [chpia@rti.org](mailto: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]

Thank you for your help with this important endeavor. If you have any questions, please contact the assessment manager, Chris Stringer by phone at 919-541-7218, or email at [stringer@rti.org](mailto:stringer@rti.org).

Sincerely,

Carol Pierannunzi, Study Director  
Centers for Disease Control and Prevention