

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

Dear [NAME of County health director/administrator]:

As you may be aware, 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.

We have contacted you previously with a notification of an online questionnaire to collect this information, but have not yet received your response. For your convenience, **we have included a hard copy of the assessment** in this mailing in the event you prefer to complete it on paper. If you have completed the online questionnaire since this mailing, there is no need to complete the enclosed.

The questions asked are designed to be completed by the current Health Director or Health Officer. If the individual most knowledgeable about the topics of this assessment is someone other than yourself, 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, or Director of 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.

Once the assessment is complete, return it using the envelope provided. If you would prefer complete the assessment via the web, please go to <https://chpia.cdc.gov> and enter [LOGIN] as your secure login.

If you have any questions, 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](mailto:ivk7@cdc.gov). 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.

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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