

Attachment I – State Level Phone Interview Invitation Email

Subject: YOUR INPUT REQUESTED: Help CDC improve its School Health Branch Tools

Body:

Dear _____,

We are contacting you in your role coordinating school-based strategies for the State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity, and Associated Risk Factors and Promote School Health (1305 cooperative agreement) or the Promoting Adolescent Health Through School-Based HIV/STD Prevention and School-Based Surveillance (1308 Cooperative Agreement). The Centers for Disease Control and Prevention (CDC) has provided funding for us to evaluate the dissemination, adoption, and use of four of the School Health Branch's tools and resources (listed at the end of the email). As a major component of that assessment, in consultation with **Sarah Lee** in the School Health Branch, we are reaching out to ask you to join a group of five state-level staff who have been selected to participate in individual telephone interviews. You were selected because you work in a state with enhanced funding. We anticipate that the interview will take approximately **50 minutes** to complete and we are hoping to conduct the interview by **DATE**.

The individual discussion will cover:

- What resources you are using
- If you are not using a resource, why not?
- Perceptions of each resource that you use (e.g., content, ease of use)
- Partners you have formed to promote and provide support for the resources
- What you have done to promote awareness and use of the tool
- How are the tools being used
- Challenges encountered in using the resources
- Additional resources needed

The information we gather and summarize will be used to provide feedback to the CDC about what tools and resources are working well, what could be improved, and what additional communication and support strategies would best promote state and district-level use of these resources.

The goal of this assessment is to help the CDC find ways to improve the resources it creates for you, so your input is vital. Thank you in advance for your assistance in helping us gather information and please do not hesitate to contact us with any questions you may have.

Sincerely,

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School Health Guidelines to Promote Healthy Eating and Physical Activity:

<http://www.cdc.gov/healthyschools/npao/strategies.htm>.

Health Education Curriculum Analysis Tool (HECAT):

<http://www.cdc.gov/healthyyouth/HECAT/index.htm>

Comprehensive School Physical Activity Program (CSPAP) Guide:

<http://www.cdc.gov/healthyschools/physicalactivity/cspap.htm>

Parents for Healthy Schools:

<http://www.cdc.gov/healthyschools/parentengagement/parentsforhealthyschools.htm>