

Attachment M – District Level In-Person Interview Notification Email

Subject: Assessment of [District Name] Use CDC's School Health Branch Tools

Body:

Dear _____,

Thank you for agreeing to talk with us about your district's use of the following tools and resources that the CDC has developed to improve school health environments and programs. We look forward to talking with you at (Time) on (date) at (location).

We look forward to talking with you about one or more of the following tools and resources. We expect some of the people we talk with will have experience with only one of the resources and others may have experience with two or more.

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>

The CDC has provided funding for us to evaluate the dissemination, adoption, and use of these four tools and resources. Your district was selected as one of ten to participate based upon the recommendation of [state 1305] that your district is a leader in school health. We will be talking with up to five people in your district via individual in-person interviews. During our time with you we will cover the following topics:

- 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)
- Partnerships 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

We anticipate that the interview will take approximately 50 minutes to complete. The information we gather and summarize will be used to provide feedback to the CDC about the usefulness of its resources and tools, and how they could be improved.

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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