

## **Appendix E Notification Email**

Exercise Planners and Facilitators,

Attached are the exercise evaluation documents we discussed in our previous planning meetings.

The first is the Exercise Participant Feedback Form. The second is the Exercise Findings Form. Embedded within each form are specific instructions on how to use each form. Please return these forms to [2016CDCVIP@cdc.gov](mailto:2016CDCVIP@cdc.gov) by 9/15/2016.

These are voluntary assessments that will be used to improve future VTTXs in the series. The collected data will be shared in aggregate in a summary report that the CDC will draft and share with participating states during the HHS Region VI VTTX Follow-up Meeting on Sept 29, 2016. It is estimated that completion of the Exercise Participant Feedback Form will take no longer than 10 minutes and the Exercise Findings Form no longer than 120 minutes.