

Attachment E - Notification Email

Dear X,

I am writing in hopes of securing your participation in an interim assessment of STD AAPPs.

I was given your name as a key person in the STD program in X state/local jurisdiction/territory. I work for Karna, LLC, a consulting firm hired by the Division of STD Prevention at CDC to conduct an assessment of STD AAPPs. The objective is to hear more about your experiences under AAPPs. This information will be used to better assess progress under STD AAPPs, improve DSTDP's support of awardees, and inform strategic directions of future STD prevention programs. We are offering this opportunity to all awardees of STD AAPPs.

This information collection includes two components: an assessment tool, followed by an interview. The STD program manager should complete the assessment tool and participate in the interview. For the interview, the STD program manager has the option of involving one additional senior staff person from the STD program with close knowledge of STD AAPPs, such as the director of surveillance or director of field operations.

The assessment tool may require up to one hour to complete. It is a fillable PDF form that should be easy to complete like an online survey. The interview will be held a few days or weeks after completion of the tool and should require up to 70 minutes of your time. The interview will be conducted through video conference. You will need access to a computer webcam and the internet. I will send you the video conference invitation with instructions once we decide on a date. I have attached the assessment tool for you to complete first. I also have attached the interview guide, so you can more fully understand the intent of the interview and prepare for it.

Your participation in this information collection is voluntary. No personally identifiable information will be available to anyone except the interviewer, transcribers, and staff entering your information. All data will be stored securely at our offices and will be de-identified prior to analysis. No reports and presentations based on these data will attribute a finding or quote to a specific individual or jurisdiction.

Please respond as soon as possible to this email to let me know if you are interested in participating.

- If so, please complete the assessment tool within 2 weeks and submit your responses by clicking the "submit form" button on the upper right hand side of the assessment tool.
- Please note that *the assessment should be completed prior to the interview* to help guide our questions, so submit the tool prior to your scheduled interview, if possible.
- Also, if you choose, please send me the name and email of the one additional individual whom you would like to join you on the interview. I will schedule the interview with you both.

While I will be scheduling your interview, another Karna employee, Aisha Rios, will be conducting your interview. You will be hearing from her in the near future.

If you have any questions, please do not hesitate to ask. I look forward to hearing from you.

Many thanks,
XX