

Attachment B- Recruitment Email

Dear (Respondent Name)-

We are writing to request your participation in an important information collection on the certification of community health workers (CHWs) and supportive structures sponsored by the Division for Heart Disease and Stroke Prevention and Division of Diabetes Translation at the Centers for Disease Control and Prevention.

The purpose of this information collection is to inform decision makers about state-level actions and organizing structures relevant to CHW certification, the types of strategies that have been effective and potential challenges encountered when adopting or implementing such strategies. To do this, CDC seeks to capture information via telephone informant interviews related to (1) the strategies, activities and partnerships states are using to implement multiple types of CHW certification structures; (2) barriers, facilitators and unintended consequences associated with implementation of various structures guiding CHW certification; (3) resource estimates related to the development, implementation, and support of pertinent CHW certification activities; and (4) contextual factors thought to influence implementation as well as mediating processes believed to influence outcomes.

Your name has been suggested as one of seven key informants in [state] for this information collection. We are inviting you to participate in a telephone interview of no more than 90 minutes about the process of considering (and if applicable, the implementation) of CHW certification in your state. Your participation in the assessment is completely voluntary. These interviews will be recorded using a commercial conference calling service, analyzed in aggregate and incorporated into a report of findings. Interview data will be reported anonymously: you will not be identified by name or organization in the report, and any direct quotes used in the report will not be attributed by name to you, your organization or your state. They will be cited by role only, e.g., 'state health department executive.'

The information gleaned from this data collection will be used to identify and examine issues related to implementation of CHW certification with the intent of supporting engagement of CHWs to promote linkages between health systems and community resources for adults with high blood pressure and adults with prediabetes or at high risk for type 2 diabetes. The information will also be used to develop technical assistance material for state grantees and other decision makers that will be disseminated via conference presentations, webinars, fact sheets and implementation.

If you would like to participate in this assessment or have additional questions, please reply directly to this email and a team member will contact you shortly to identify a convenient time and date for the telephone interview. Please let us know if you prefer that we work with another individual for scheduling purposes.

If you have concerns or would like to speak in more depth about the information collection, please feel free to contact Erika Fulmer, Division for Heart Disease and Stroke Prevention, Centers for Disease Prevention and Control at efulmer@cdc.gov.

Thank you very much for your time and your assistance.

Regards,