

## Attachment E- Confirmation Email

Dear (Respondent Name)-

Thank you for agreeing to participate in a key informant interview for the information collection on the certification of community health workers (CHWs) and supportive structures by the Division for Heart Disease and Stroke Prevention and Division of Diabetes Translation at the Centers for Disease Control and Prevention. We will be in touch with you (or your designee) to schedule an appointment for this interview. If you like, you may suggest a date and time and we will make every effort to accommodate this choice.

As a reminder, the interview will take approximately 90 minutes and will be recorded using a commercial conference calling service. Any direct quotes from your interview which appear in reports or other publications will be anonymous: they will not be attributed to you by name, organization or state, but may be identified by the general category of respondent which you represent.

In order to assist you in preparation, the interview will touch on the following topics:

- a. The origin of the idea of CHW certification within your state;
- b. The principal reasons driving and/or opposing the decision to implement certification, including the perceived “pros and cons” (opportunities and concerns) expressed by stakeholder in the state;
- c. CHW certification approaches or models considered by parties involved in development and implementation of certification, including the role of state health department;
- d. Evidence and lessons learned from other states considered in your state’s decision process;
- e. How the concepts of “community membership” or “shared life experience” were embodied or considered as requirements for certification; and
- f. Sustainability and outcomes related to CHW certification.

Please do not hesitate to contact me if you have any questions about the information collection. Your contribution is greatly appreciated.

Regards,