

Attachment D - Notification Email

Subject: [Please Respond] Local Health Department MCH Zika Capacity Assessment

Body:

To <LHD Name> of <City>, <State>:

The National Association of County and City Health Officials (NACCHO), in partnership with the Centers for Disease Control and Prevention (CDC), Center on Birth Defects and Developmental Disabilities (NCBDD) is administering a brief web-based assessment to all local health departments (LHDs) in 10 high priority jurisdictions for Zika virus response in Alabama, Arizona, California, Florida, Georgia, Hawaii, Louisiana, Mississippi, New York, and Texas. NACCHO, the national membership organization for local health officials, is conducting an assessment of LHD MCH capacity during CDC's Zika Response activities. .

The purpose is to assess the organizational capacity of maternal and child health (MCH) programs within local health departments (LHDs) to monitor, track, and support mothers and their infants potentially affected by Zika virus. While your participation is voluntary and not compensated, each LHDs participation is essential to support development of tools, resources and technical assistance for LHD response to Zika virus infections.

You were identified to complete the assessment due to your key role in your LHD leadership role. If there is a more appropriate person to complete the assessment, please forward this email (along with the included hyperlink) to the LHD leader deemed appropriate.

Instructions for participation: In order to participate in this voluntary assessment, please click the unique hyperlink provided at the bottom of this email. The hyperlink will redirect you to the web-based tool to complete the assessment for your LHD. Complete the brief, 13-question assessment, which should take no longer than 9 minutes. All assessment responses are immediately saved and can be changed at any time. However, once the assessment is submitted, you will be unable to modify any responses. Also, you are not required to complete the assessment at one time, you may access the assessment multiple times using the unique link provided to your LHD. When finished responding to all relevant questions, click the **SUBMIT** button at the end of the assessment to submit responses for your LHD.

NACCHO recommends that you use the latest version of your browser of choice (e.g. Mozilla Firefox, Google Chrome, Apple Safari, and Internet Explorer). When completing the assessment, DO NOT use your web browser's back key, you should use the navigation buttons within the web-based assessment.

Please submit responses to this assessment no later than MONTH DAY, 2017.

Information collected will be kept on secure, password protected servers accessible only to NACCHO project team members. Data collected during the assessment will also be shared with CDC, only in aggregate form. CDC and NACCHO will also develop and disseminate a report of findings from this assessment in aggregate form.

If you wish to preview the assessment, please click [here](#) [hyperlink]. **Please do not submit this preview copy, submit your responses directly via the web-based tool.**

If you experience problems with the web-based assessment or have any questions, please contact Margaret Carr at margaretcarr@naccho.org for technical assistance.

Follow this link to the Assessment: [Take the Assessment](#) [hyperlink]

Or copy and paste the URL below into your internet browser: <http://naccho.col1.qualtrics.com/> [unique hyperlink]

Thank you in advance for your participation.

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