

Attachment H-State Level Phone Interview Invitation Email

Subject: YOUR INPUT REQUESTED: Help HHIAG improve its processes

Body:

Dear _____,

We are contacting you in your role as an HIV Health Improvement Affinity Group (HHIAG) participant. As you know, the HHIAG was launched in October 2016. We are interested in (1) assessing the extent to which, and how, participation in HHIAG was useful for developing and implementing an action plan to improve health outcomes for persons living with HIV that are enrolled in Medicaid/CHIP and (2) documenting the lessons learned from implementing the action plans including successes, challenges, and promising practices. We are not assessing whether each state team achieved the goals and objectives outlined in their individual state plans.

As a major component of this assessment, we are reaching out to ask you to participate in an individual telephone interview. We anticipate that the interview will take approximately **60 minutes** to complete and we are hoping to conduct the interview by **DATE**.

The individual discussion will cover:

- Value and usefulness of HHIAG
- Opportunity to establish or strengthen state partnerships
- Lessons learned, including success, challenges and promising practices
- Suggestions for improving HHIAG

Your feedback is valuable and will be used to guide decisions about the future of HHIAG beyond the first year, disseminate lessons learned to participating and non-participating states, federal partners (i.e., CDC, CMS, HRSA, Department of Health and Human Services), and the larger public health community, and inform potential applicability of the affinity group model for other programs (e.g. STD Prevention, Hepatitis).

To assure that we thoroughly understand your responses, the interview will be audio taped with your permission. Only members of the assessment team will have access to the raw interview transcripts. Generated reports will be in summary form only and your name won't be disclosed.

Sincerely,

Michelle Browne
Center for Medicaid & CHIP
Services (CMCS)
410-786-4749
Michelle.Browne@cms.hhs.gov

Janet Heitgerd
Centers for Disease Control and
Prevention (CDC)
404-639-1801
Jbh0@cdc.gov

Pamela Klein
Health Resources and Services
Administration (HRSA)
301-443-5545
PKlein@hrsa.gov