

Attachment C: SSPractice Invitation Email

## **Invitation Email**

**From:** Assigned NSSP Project Officers

**Subject:** 2017 Syndromic Surveillance Practice Assessment

Dear Grantee,

In an effort to improve understanding about the status and characteristics of syndromic surveillance practice among the 31 National Syndromic Surveillance Program (NSSP) grant awardees funded by the Centers for Disease Control and Prevention (CDC) we are requesting your participation in a short telephone-based assessment. This assessment will collect information about how syndromic surveillance practice is being conducted at the jurisdictional level. The information collected will provide CDC with most current knowledge and understanding about syndromic surveillance systems and practice related characteristics among NSSP grantees, challenges encountered in implementing syndromic surveillance activities, and potential strategies to address challenges. In addition, the information will inform technical assistance provided by CDC to these jurisdictions through consultation, technical support, and product development.

Your feedback is important and it will help us provide better support to you. To obtain your responses, the assessment will be administered by a PEB staff person over the telephone during an upcoming regularly scheduled one on one phone call between you and your CDC project officer. Please let your CDC project officer know by email whether or not you will be participating in the assessment. Your CDC project officer will also ask for your confirmation of participation during the call.

**The assessment will take approximately 15 minutes to complete.** Attached to this email is a word document of the interview guide that will be used by a PEB staff person to collect the information over the telephone. Please review the interview guide at your convenience prior to the scheduled call. These will be same questions that will be asked during the call. All data will be stored on a secured location on an internal CDC share drive. Also, please note that your participation in this assessment is voluntary.

If you have any questions or problems, please contact your project officer.

Thank you again for your participation in this assessment and we look forward to continuing to work with you.

NSSP Program