

Email Template: Reminder Email 1 to DCH Training Needs Assessment Respondents

Dear <insert name>,

A short time ago, you should have received an email about the Centers for Disease Control and Prevention's Division of Community Health (DCH) Training Needs Assessment. If you already completed the Training Needs Assessment, we sincerely thank you for your assistance. If not, please take a few minutes to do so. We are striving for a 100% response in order for DCH to prioritize their efforts and better meet your training needs.

You can access the assessment by clicking **here**. *Insert hyperlink with the full web address.*

As a reminder, we are interested in collecting information from your perspective as a <principal investigator/program manager, evaluation staff member, coalition member, or media/communication staff member>. Unless otherwise noted, please respond to the questions according to your individual training needs related to your role on either the Racial and Ethnic Approaches to Community Health (REACH) cooperative agreement or the Partnerships to Improve Community Health (PICH) cooperative agreement. **All Training Needs Assessments must be completed by <insert date>.**

Completion of this questionnaire is strongly encouraged. Completing and submitting the survey will indicate your consent to participate. Your responses will be maintained in a secure manner by our contractors ICF International. Individually identifiable responses will not be provided to DCH staff.

Your opinions, along with those of other <principal investigators/ program managers, evaluators, media/communications staff, and coalition members> will be compiled and analyzed in aggregate form by ICF International. A report of these results will be provided to DCH to improve its training and technical assistance services. Respondents will be provided a summary report on request. We anticipate the assessment will be administered again the last quarter of 2016 to understand and respond to any evolving training needs of awardees.

If you have any questions about accessing the DCH Training Needs Assessment, please contact DCHTrainingNA@icfsurveysupport.com. If you have questions related to the content of the training needs assessment, please do not hesitate to contact Tim LaPier at tnl4@cdc.gov. We appreciate your time and participation in this important assessment.

Best Regards,

<Insert signature>