

ATTACHMENT D

INTRODUCTORY EMAIL TO TELEPHONE INTERVIEW PARTICIPANTS

Dear [Grantee Project Director],

As you may know, the U.S. Department of Health and Human Services, Office of Adolescent Health (OAH) contracted with Abt Associates to conduct an implementation study and design an evaluation of the TPP Tier 1B program.

As part of this work, we are inviting each Tier 1B grantee project director to participate in a phone conversation with us. In addition, we would like to engage up to two of your implementation partners (e.g., subgrantees providing the EBPs) in separate phone discussions. These conversations will help us better understand and describe the full range of strategies that grantees, their partners, and communities are using to mobilize their communities, scale up evidence-based programs (EBPs), and provide support and linkages to youth-friendly healthcare services. This understanding will be helpful to OAH and to other current and future practitioners working to bring similar initiatives to scale in their communities.

I have attached a list of topics we would like to discuss in the phone call. Abt Associates will use the information you provide to create brief profiles of each grantee's project and a cross-grantee synthesis of the range of grantee approaches. Please take a look at these topics and let me know if you have any questions about the topics or the study.

We would like to allow 90 minutes for our discussion with you in order to make sure we gain a clear picture of your community's implementation and scale-up strategies, goals, challenges, and any early lessons. Please let me know your availability to participate in this discussion over the next three weeks and we will help find a time that will work well for both of us.

I am looking forward to learning more about your Tier 1B project and your community!

Sincerely,

[Interviewer Name]

[Interviewer e-mail signature]