

ATTACHMENT 12:

INITIAL EMAIL INVITATION FOR SURVEY

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Dear [Name]:

I am writing to request your participation in a follow-up evaluation of The Women's Health Leadership Institute (WHLI), a community health worker (CHW) training program held during 2010-2014. It is our understanding that you participated in this training. This training program was funded by the Office on Women's Health (OWH). The WHLI was a training program intended to train experienced CHWs to act in leadership roles and address health disparities using a public health systems approach.

OWH is working with NORC at the University of Chicago (an independent, not-for-profit research organization) to gather information about how the training did or did not make a difference to the participants and the work that they do. We are conducting this study now (a few years later) in order to evaluate whether the program's impact has lasted over time.

We would greatly appreciate your participation in the evaluation by completing an online survey for a \$10 Amazon gift card. To participate, please click on the link below and enter your unique PIN:

[WHLI WEB INSTRUMENT URL HERE]

PIN: XXXX

If you have any questions, please feel free to call 1-800-604-2698 or e-mail WHLISurvey@norc.org for assistance. In case it is helpful, we have also included some frequently asked questions and responses below.

How long will the survey take?

The survey should take approximately 25 minutes to complete. In order to thank you for your time and involvement in the study, you will receive a \$10 Amazon gift card upon completing the survey.

What is the purpose of this research study?

The purpose of the research study is to determine the long-term impacts and outcomes of the WHLI and assess the extent to which the WHLI has been effective in training CHWs to implement community projects that result in system-level changes to reduce health disparities or inequities. This evaluation will enable OWH to demonstrate the long-term effectiveness of the WHLI and further improve the training and overall program.

Will my information remain confidential?

The information you provide during the survey will be kept private and your identity will be separated from the responses you provide. The information gathered will be used solely by OWH, or its representatives for research, and will not be disclosed or released to other persons for any purpose except as required by law.

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Thank you in advance for your participation in this very important study.

Sincerely,

Weiwei Liu, PhD
Senior Research Scientist
NORC at the University of Chicago

Name
Title
The Office on Women's Health