

ATTACHMENT 25:

EMAIL INVITATION FOR TELEPHONE BASED INTERVIEWS (SUPERVISORS)



[Dear X:]

I am writing to request your participation in a brief interview regarding a training program that [insert name] participated in, The Women's Health Leadership Institute (WHLI). [CHW Name] recommended we speak with you about how the program impacted [him/her], as you were [his/her] workplace supervisor during and in the time after [s/he] completed the WHLI training. To hear about your experiences working with [CHW Name], we would like to schedule a short interview with you via telephone. In order to thank you for your time and involvement in the study, you will receive a \$10 Amazon gift card upon completing the interview.

We would like to conduct the interview during a time that works best for you. In order to participate, please respond to this email and provide us with the phone number to reach you. Or call us at XXXXXXXXXXXX to set-up an interview time.

The WHLI is a national Community Health Worker (CHW) training program held during 2010-2014 that was funded by the Office on Women's Health (OWH). The WHLI was a training program intended to educate experienced community health workers (CHWs) to act in leadership roles and address health disparities using a public health systems approach. OWH is collaborating with NORC at the University of Chicago—an independent, not-for-profit research organization—to conduct this evaluation. 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.

The information you provide during the interview will be held strictly confidential 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. If you have any questions, please feel free to call 1-800-604-2698 or e-mail WHLIsurvey@norc.org for assistance.

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