

ATTACHMENT A
OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH
COMMUNITY LEADER INTERVIEW AND COALITION MEMBER FOCUS GROUP
INTRODUCTORY LETTER

<Date>

<Name>

<Organization>

<Address>

<City, State, Zip>

Dear <Name>:

The Office of the Assistant Secretary for Health (OASH) of the U.S. Department of Health and Human Services is requesting your participation in a **[Community Leader Interview or Coalition Member Focus Group]** as part of the pilot of the *Second Decade Project* Community Planning Guide (“the Guide”). As you may be aware, your community has been participating in a pilot of the Guide. This **[interview/focus group/]** is being conducted to help OASH understand how community leaders and coalition members have used the Guide to identify high-priority, high-health-impact action steps that will promote healthy development among adolescents. Information from the **[interview/focus group]** will also help OASH revise and improve the Guide as needed to ensure that it is useful and effective for communities, thus achieving OASH’s goal of providing direction for communities working to improve adolescent health. We encourage your participation in the **[interview/focus group]**.

{Primary Point of Contact and Title} indicated that you would be able to provide feedback on adolescent health issues in your community, as well as your experience using the Guide. The **[interview/focus group]** will be conducted by telephone and is expected to take approximately one hour. ICF International, a leading research and evaluation firm, is conducting the **[interview/focus group]** on our behalf and will be contacting you within the next week. When ICF International contacts you, we ask that you please respond with your willingness and availability to participate.

Please know that participation in this **[interview/focus group]** is voluntary. It is, however, very important that we hear from respondents in every pilot community in order to provide OASH with a comprehensive picture of communities’ experiences using the Guide, and ultimately to ensure the Guide’s utility and effectiveness for communities. A list of topics included in the **[interview/focus group]** is enclosed with this letter. The information from this **[interview/focus group]** will be aggregated and incorporated into a final report that will be made available to pilot communities.

We appreciate your time and value your contribution to this effort.

Sincerely,

{OASH point of contact}

**ATTACHMENT A
OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH
COALITION ASSESSMENT SURVEY
INTRODUCTORY LETTER**

<Date>

<Name>

<Organization>

<Address>

<City, State, Zip>

Dear <Name>:

The Office of the Assistant Secretary for Health (OASH) of the U.S. Department of Health and Human Services is requesting your participation in a ***Coalition Assessment Survey*** as part of the pilot of the *Second Decade Project* Community Planning Guide (“the Guide”). As you may be aware, your community has been participating in a pilot of the Guide. This survey is being conducted to help OASH understand how coalition members have used the Guide to identify high-priority, high-health-impact action steps that will promote healthy development among adolescents. Information from the survey will also help OASH revise and improve the Guide as needed to ensure that it is useful and effective for communities, thus achieving OASH’s goal of providing direction for communities working to improve adolescent health. We encourage your participation in the survey.

{Primary Point of Contact and Title} indicated that you would be able to provide feedback on adolescent health issues in your community, as well as your experience using the Guide. The survey will be conducted online and is expected to take approximately 15 minutes to complete. ICF International, a leading research and evaluation firm, is conducting the survey on our behalf and will be contacting you within the next week with a link to the online survey.

Please know that participation in this survey is voluntary. It is, however, very important that we hear from respondents in every pilot community in order to provide OASH with a comprehensive picture of communities’ experiences using the Guide, and ultimately to ensure the Guide’s utility and effectiveness for communities. The information from this survey will be aggregated and incorporated into a final report that will be made available to pilot communities.

We appreciate your time and value your contribution to this effort.

Sincerely,

{OASH point of contact}

**ATTACHMENT A
OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH
SECONDARY STAKEHOLDER SURVEY
INTRODUCTORY LETTER**

<Date>

<Name>

<Organization>

<Address>

<City, State, Zip>

Dear <Name>:

The Office of the Assistant Secretary for Health (OASH) of the U.S. Department of Health and Human Services is requesting your participation in a ***Secondary Stakeholder Survey*** as part of the pilot of the *Second Decade Project* Community Planning Guide (“the Guide”). The intent of the survey is to garner feedback on the Guide from Adolescent Health experts, officials, researchers and practitioners. Information from the survey will help OASH revise and improve the Guide as needed to ensure that it is useful and effective for communities, thus achieving OASH’s goal of providing direction for communities working to improve adolescent health.

As an Adolescent Health expert, OASH would appreciate your assessment and feedback of the Guide. ICF International, a leading research and evaluation firm, is conducting the survey on our behalf and will be contacting you within the next week with a link to the online survey. The survey is expected to take approximately 15 minutes to complete. We would appreciate your participation.

Please know that participation in this survey is voluntary. It is, however, very important that we hear from Adolescent Health experts, such as yourself, to improve the Guide’s utility, quality and comprehensiveness. The information from this survey will be aggregated and incorporated into a final report that will be made available to pilot communities.

We appreciate your time and value your contribution to this effort.

Sincerely,

{OASH point of contact}