**ATTACHMENT 5h**

**K-BAP PHONE REMINDER SCRIPT**

**Common intro for all informants:**

*Hello, this is {INTERVIEWER} calling on behalf of the Centers for Disease Control and Prevention. This call is regarding a study of the high prevalence of HIV diagnoses in {CITY NAME}. In response to this HIV crisis, the CDC is surveying providers in {CITY NAME}. May I speak to {PROVIDER NAME}?*

**If Provider is on phone:**

*Several weeks ago, we mailed a survey questionnaire packet to you at {PROVIDER ADDRESS}. It was a white envelope with a HHS / CDC logo. It contained a link to a web survey and $20 cash as a token of our appreciation for your participation. We’ve also mailed you a postcard and sent reminder emails in the last few weeks. Do you recall seeing any of those?*

If YES:  *That’s very good; our field period is drawing to a close, but there is still time to reply. Could you take the time to complete the questionnaire as soon as possible? You can complete the survey online at our secure Website. I can email you a link right now. Can I confirm your email address is {PROVIDER EMAIL}?*

If NO:  *Could you take the time to complete the questionnaire as soon as possible? You can complete the survey online at our secure Website. I can email you a link right now. Can I confirm your email address is {PROVIDER EMAIL}?*

*We realize that your schedule is extremely busy and that there are many demands for your time. Participating in this survey is voluntary, but we hope that you can help us.**Your responses matter.*

*Thank you very much.*

**If Provider is not available:**

*Several weeks ago, we mailed a survey questionnaire packet to you at {PROVIDER ADDRESS}. It was a white envelope with a HHS / CDC logo. It contained a link to a web survey and $20 cash as a token of our appreciation for his/her participation. We’ve also mailed you a postcard and sent reminder emails in the last few weeks. Do you know if {PROVIDER NAME} received any of those?*

If YES:  *That’s very good; our field period is drawing to a close, but there is still time to reply. Could you please ask {PROVIDER NAME} to complete the questionnaire as soon as possible? He/She can complete the survey online at our secure Website. I can email you a link right now. Can I confirm the correct email address is {PROVIDER EMAIL}?*

If NO:  *That’s not a problem. Our field period is drawing to a close, but there is still time to reply. Could you please ask {PROVIDER NAME} to complete the questionnaire as soon as possible? He/She can complete the survey online at our secure Website. I can email you a link right now. Can I confirm the correct email address is {PROVIDER EMAIL}?*

*We realize that {PROVIDER NAME}’s schedule is extremely busy and that there are many demands for his/her time. Participating in this survey is voluntary, but we hope that {PROVIDER NAME} can help us.**His/her responses matter. Thank you very much.*