

## **ATTACHMENT B: EMAIL INVITATION TO RESPONDENTS**

### **1. Original Email Sent Immediately After Event**

Dear [Grantee Staff Member or SAMHSA Staff Member],

This message is regarding your recent participation in [insert event name], an event organized by the Substance Abuse and Mental Health Services Administration (SAMHSA)'s Performance Accountability and Reporting System (SPARS) project.

SPARS provides training and technical assistance to SAMHSA grantees and project officers on the requirements, procedures and strategies related to SPARS data collection, data entry, reports, and data use. The project is designed to improve the accuracy, completeness, and timeliness of grantee data and to promote the use of data to improve practice, program design, and policy development.

In order to provide the most relevant and helpful assistance possible, we are conducting a satisfaction survey to determine training and technical assistance participants' level of satisfaction with the training or materials provided. To that end, SAMHSA is requesting that participants complete this SAMHSA SPARS Satisfaction Survey for [insert event name]. The person who completes the survey should be the one who participated in the event.

Your link to the survey is [personalized link to survey].

If you have any questions, please contact our project team at [insert SPARS TTA email and phone number here].

Your participation will help the SPARS team continually improve its customized trainings and products to meet your needs. Thank you for your participation.

### **2. First Reminder Email Sent One Day After Event**

Dear [Grantee Staff Member or SAMHSA Staff Member],

This message is regarding your recent participation in [insert event name], an event organized by the Substance Abuse and Mental Health Services Administration (SAMHSA)'s Performance Accountability and Reporting System (SPARS) project.

SPARS provides training and technical assistance to SAMHSA grantees and project officers on the requirements, procedures and strategies related to SPARS data collection, data entry, reports, and data use. The project is designed to improve the accuracy, completeness, and timeliness of grantee data and to promote the use of data to improve practice, program design, and policy development.

This message is a reminder to an email sent yesterday asking for feedback on [insert event name]. In order to provide the most relevant and helpful assistance possible, we are conducting a satisfaction survey to determine training and technical assistance participants' level of satisfaction with the training or materials provided. To that end, SAMHSA is requesting that participants complete this SAMHSA SPARS Satisfaction Survey for [insert event name]. The person who completes the survey should be the one who participated in the event.

Your link to the survey is [personalized link to survey].

If you have any questions, please contact our project team at [insert SPARS TTA email and phone number here].

Your participation will help the SPARS team continually improve its customized trainings and products to meet your needs. Thank you for your participation.

### **3. Second Reminder Email Sent One Week After Event**

Dear [Grantee Staff Member or SAMHSA Staff Member],

This message is regarding your recent participation in [insert event name], an event organized by the Substance Abuse and Mental Health Services Administration (SAMHSA)'s Performance Accountability and Reporting System (SPARS) project.

SPARS provides training and technical assistance to SAMHSA grantees and project officers on the requirements, procedures and strategies related to SPARS data collection, data entry, reports, and data use. The project is designed to improve the accuracy, completeness, and timeliness of grantee data and to promote the use of data to improve practice, program design, and policy development.

This message is a reminder to an email sent yesterday asking for feedback on [insert event name]. In order to provide the most relevant and helpful assistance possible, we are conducting a satisfaction survey to determine training and technical assistance participants' level of satisfaction with the training or materials provided. To that end, SAMHSA

is requesting that participants complete this SAMHSA SPARS Satisfaction Survey for [insert event name]. The person who completes the survey should be the one who participated in the event.

Your link to the survey is [personalized link to survey].

If you have any questions, please contact our project team at [insert SPARS TTA email and phone number here].

Your participation will help the SPARS team continually improve its customized trainings and products to meet your needs. Thank you for your participation.