

## Email Templates for Site Recruitment for TB Online Survey

### I. Email template for contacting CHC lead contact

Subject: AAPCHO/Mayo Clinic Center for Tuberculosis Online Survey

Hello [CHC lead contact's name],

AAPCHO and the Mayo Clinic Center for Tuberculosis are conducting a project to better understand TB-related practices at community health centers. This project is funded by the U.S. Centers for Disease Control and Prevention (CDC). **We are seeking staff from community health centers with sizable Asian American, Native Hawaiian, and Pacific Islander populations to respond to an online survey on the subject.** The survey will take approximately 15 minutes to complete.

We are looking for clinic staff who test or treat patients for latent TB infection and/or administrative staff who have knowledge regarding these practices at your clinic. All information you submit in the survey will be seen only by AAPCHO staff. Data will only be reported in the aggregate and no personally identifiable information will be shared with CDC. By participating, your health center will help identify high-priority gaps that, if filled, could enhance the care you provide and ultimately the health of your patients.

Please forward this email and the survey [link the survey here] to your staff as appropriate, and please complete the survey by [2 weeks from when this email is sent out].

Thank you in advance for your participation in this important initiative to improve TB disparities for our populations.

Please email Vivian Li at [vli@aapcho.org](mailto:vli@aapcho.org) if you have any questions or need more information.

Much appreciated.

AAPCHO/Mayo TB Team

#### ***Reminder 1 week after the initial email***

Hello [CHC lead contact's name],

This is a reminder that if you haven't already seen the call for survey [link of survey] respondents below, please forward it to your appropriate staff who would be interested.

Please email Vivian Li at [vli@aapcho.org](mailto:vli@aapcho.org) if you have any questions or need more information.

Thank you to all those who have already responded to the survey.

Sincerely,  
Much appreciated.

AAPCHO/Mayo TB Team