

Attachment C1a. eLearning Course Invitation Email

To: **[PARTICIPANT]**

From: 2M Research Services, LLC

Subject: "Applying Best Practices for Reporting Medical and Health Information on Birth Certificates"
eLearning Course

Dear **[FIRST NAME] [LAST NAME]**:

Thank you for participating in the Online Baseline Survey for the study "Assessing the Effectiveness of eLearning to Improve Birth Data Quality." The information you provided is very much appreciated.

Now that you have completed the Online Baseline Survey, you may proceed to take the eLearning course "Applying Best Practices for Reporting Medical and Health Information on Birth Certificates."

From the online eLearning course, you should gain a better understanding of the birth certificate data collection process, your role in the process, and best practices for collecting and/or documenting the information. There are no foreseeable risks associated with taking this course.

Your continued contribution is helpful to the success of the study. Cooperation in the remaining steps will be essential for completeness of data collection, and is greatly appreciated; however, as a reminder, your help in this study is voluntary. You may stop participating in this study at any time. Choosing not to participate will not affect any benefits you may receive.

By Federal law, the answers you give are confidential and we will take all possible steps to protect your privacy (please see the attached FAQ for details). Your personally identifying information (name, email address) will not be released to anyone outside of NCHS and the 2M research team. Only summarized results from the surveys will be provided to the Massachusetts Department of Public Health/Registry of Vital Records and Statistics (Massachusetts DPH/VR). That is, results from the nine participating hospitals will be combined so that individual respondents and hospitals cannot be identified and no record-level data will be shared. Individual hospitals will not be identified in any published reports on the study findings and information on your hospital will not be provided to you.

Answers to questions on this eLearning course are not recorded and will not be available to anyone at your hospital, NCHS, the Massachusetts DPH/VR, or the 2M research team.

The course should take approximately 1 hour to complete. We encourage you to complete the course as soon as possible. Once you have completed the online eLearning course, a member of the 2M research team will contact you via email with information on completing the Online Follow-Up Survey.

To access the course, please click the link below.

[LINK].

You may have questions about your rights as a participant in this research study. If so, please call the office of the Research Ethics Review Board at NCHS, toll-free, at 1-800-223-8118. Please leave a brief message with your name and phone number. Say that you are calling about Study Number **XXX**. Your call will be returned as soon as possible.

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If you have any questions about the study or the course, please contact NCHS by emailing births@cdc.gov.

Thank you in advance for your continued participation in this important study.

Sincerely,

2M Research Services, LLC

[RESEARCH TEAM CONTACT INFORMATION]