

**Attachment B: Advance Notice, Invitation, Reminder Notices, and Thank You  
Letters for Training Participant Questionnaire**

## Advance Notice Email

Dear TeamSTEPPS 2.0 Online Master Trainer Course Participant:

Approximately six months ago, you completed the TeamSTEPPS 2.0 Online Master Trainer Course sponsored by the Agency for Healthcare Research and Quality (AHRQ). AHRQ has contracted with Reingold Inc. and IMPAQ International to learn about the extent to which you, as a participant in the program, found the training useful and applicable in your day-to-day work. As a result, you will be contacted in the coming weeks to participate in an important online questionnaire that is designed to capture your assessment of the usefulness of the training program, as well as identify any implementation activities in which you have been involved since participating in the program.

The questionnaire will take approximately 20 minutes of your time and will be conducted entirely online. Your responses will be used to improve future AHRQ patient safety efforts and to identify the most useful parts of the current program.

This survey is authorized under 42 U.S.C. 299a. The confidentiality of your survey responses is protected by Sections 944(c) and 308(d) of the Public Health Service Act [42 U.S.C. 299c-3(c) and 42 U.S.C. 242m(d)]. Information that could identify you will not be disclosed outside of the Department of Health and Human Services without your consent. If needed, AHRQ may contact you in the future to request additional information about your experiences with TeamSTEPPS.

Any questions or comments about this questionnaire or the project may be directed to Brigetta Craft, RN, MSN, DNP, Reingold, Inc., at 202-540-8581 or [bcraft@reingold.com](mailto:bcraft@reingold.com), or to David Baker, PhD, IMPAQ International, at 443-259-5134 or [dbaker@impaqint.com](mailto:dbaker@impaqint.com).

Sincerely,

Dr. Brigetta D. Craft  
Course Instructor  
TeamSTEPPS 2.0 Online Master Trainer Course  
Reingold, Inc.

## Invitation Email

Dear TeamSTEPPS Master Trainer:

Approximately six months ago, you completed the TeamSTEPPS 2.0 Online Master Trainer Course sponsored by the Agency for Healthcare Research and Quality (AHRQ).

Reingold, Inc. and IMPAQ International are working with AHRQ to gather lessons learned from the TeamSTEPPS 2.0 Online Master Trainer program. AHRQ has asked us to learn about the extent to which you, as a participant in the program, found the training experience useful and applicable in your day-to-day work. We are also interested in learning about your TeamSTEPPS implementation experiences since your participation in the program.

The questionnaire will take approximately 20 minutes of your time and will be conducted entirely online. Your participation in this questionnaire is important to AHRQ's work. Your responses will be used to improve future AHRQ patient safety efforts and to identify the most useful parts of the current program.

Please access the questionnaire by selecting this link [insert link] or by pasting this URL [insert website] into the address line of your browser. You will need to enter the following code to enter the form: [Participant ID].

We are requesting your feedback by [Date and Time].

This survey is authorized under 42 U.S.C. 299a. The confidentiality of your survey responses is protected by Sections 944(c) and 308(d) of the Public Health Service Act [42 U.S.C. 299c-3(c) and 42 U.S.C. 242m(d)]. Information that could identify you will not be disclosed outside of the Department of Health and Human Services without your consent. If needed, AHRQ may contact you in the future to request additional information about your experiences with TeamSTEPPS.

If you would like to direct the survey to an alternate email address, please send your name and alternate email address to [TeamSTEPPS\\_Surveys@impaqint.com](mailto:TeamSTEPPS_Surveys@impaqint.com). Should you have any questions or comments about this questionnaire or the project, please do not hesitate to contact me at 443-259-5134 or [TeamSTEPPS\\_Surveys@impaqint.com](mailto:TeamSTEPPS_Surveys@impaqint.com).

Sincerely,

David P. Baker, Ph.D.  
Executive Vice President  
IMPAQ International, LLC

## Reminder Notice Email

Dear TeamSTEPPS Master Trainer:

This is a reminder of the online questionnaire regarding the TeamSTEPPS 2.0 Online Master Trainer Course, sponsored by the Agency for Healthcare Research and Quality (AHRQ). The questionnaire is designed to capture your assessment of the usefulness of the training program and identify any TeamSTEPPS implementation activities in which you have been involved since participating in the program.

The questionnaire will take approximately 20 minutes of your time and will be conducted entirely online. Your participation in this questionnaire is important to AHRQ, as your responses will be used to improve future AHRQ patient safety efforts and to identify the most useful parts of the current program.

Please access the questionnaire by selecting this link [\[insert link\]](#) or by pasting this URL [\[insert website\]](#) into the address line of your browser. You will need to enter the following code to enter the form: [\[Participant ID\]](#).

We are requesting your feedback by [\[Date and Time\]](#).

This survey is authorized under 42 U.S.C. 299a. The confidentiality of your survey responses is protected by Sections 944(c) and 308(d) of the Public Health Service Act [42 U.S.C. 299c-3(c) and 42 U.S.C. 242m(d)]. Information that could identify you will not be disclosed outside of the Department of Health and Human Services without your consent. If needed, AHRQ may contact you in the future to request additional information about your experiences with TeamSTEPPS.

If you would like to direct the survey to an alternate email address, please send your name and alternate email address to [TeamSTEPPS\\_Surveys@impaqint.com](mailto:TeamSTEPPS_Surveys@impaqint.com). Should you have any questions or comments about this questionnaire or the project, please do not hesitate to contact me at 443-259-5134 or [TeamSTEPPS\\_Surveys@impaqint.com](mailto:TeamSTEPPS_Surveys@impaqint.com).

Sincerely,

David P. Baker, Ph.D.  
Executive Vice President  
IMPAQ International, LLC

## Thank You Email

Dear TeamSTEPPS Master Trainer:

Thank you for your participation in the online questionnaire regarding the TeamSTEPPS 2.0 Online training program! Your responses will be used to improve on future AHRQ programs and will help identify the most useful parts of the current program.

This survey is authorized under 42 U.S.C. 299a. The confidentiality of your survey responses is protected by Sections 944(c) and 308(d) of the Public Health Service Act [42 U.S.C. 299c-3(c) and 42 U.S.C. 242m(d)]. Information that could identify you will not be disclosed outside of the Department of Health and Human Services without your consent. If needed, AHRQ may contact you in the future to request additional information about your experiences with TeamSTEPPS.

Should you have any questions or comments about this questionnaire or the project, please do not hesitate to contact me at 443-259-5134 or [TeamSTEPPS\\_Surveys@impaqint.com](mailto:TeamSTEPPS_Surveys@impaqint.com).

Sincerely,

David P. Baker, Ph.D.  
Executive Vice President  
IMPAQ International, LLC