

Attachment E – **Reminder E-mail for Online Assessment**

**Subject:** REMINDER: One Week Left to Share Your Feedback About Partner Services

Dear Colleague:

This is a reminder that you have one week **until [date]**, to provide input regarding current Partner Services practices at your health department.

We have invited health department HIV Partner Services program administrators to participate in an online assessment that will take approximately 60 minutes. Your feedback is valuable and will be used to gain a better understanding of the structure and functions of HIV PS programs across CDC-funded health departments, identify gaps in services within PS programs, and provide enhanced PS technical assistance to state, territorial, and local health departments. This is not an assessment of your organization's performance. Your participation is voluntary, and you can decline to respond to some or all questions in this assessment.

The assessment tool can be completed all at once or you can return to complete it later. In order to preserve your privacy, we will not link the name of your health department to your individual responses in our report of the findings.

Assessment link: [LINK]

If you have any questions or concerns about this assessment, please feel free to contact Dr. Michele Rorie at [mrorie@cdc.gov](mailto:mrorie@cdc.gov).

Thank you in advance for your input.

**Program Evaluation Branch**

**Division of HIV/AIDS Prevention, CDC**