

Attachment F – Focus Group Discussion Reminder Email

Thank you for your interest in participating in a focus group discussion. This message confirms your preference for participating in a virtual focus group discussion on [insert specific date, time]. Please use the following link to access the virtual focus group on the above date and time: [insert link here]

This 90-minute discussion will invite you to share how your public health agency responds to cancer cluster inquiries, available and needed resources, and ways to improve how state, local, tribal, and territorial public health agencies address cancer cluster inquiries. For the purpose of this focus group, “cancer cluster inquiries” refers to inquiries received by your public health agency about elevated cancer rates in the community suspected of having an environmental cause.

ICF will audio-record and take notes during the focus group discussion, store all data on secure servers and password-protected computers, transcribe the recording, and remove any identifiable information before sharing the data with CDC. The CDC will not have access to any individually identifiable information collected by ICF as the project’s contractor team.

If you are not able to attend this focus group discussion or are no longer interested in participating, please email [insert email address here].

Thank you,

ICF Global Consulting Company
Centers for Disease Control and Prevention (CDC)/Agency for Toxic Substances and Disease Registry (ATSDR)