

## ATTACHMENT J - ELECTRONIC ASSESSMENT INVITATION EMAIL

**Invitation Email [to be sent at the beginning of week 1 following OMB approval]**

Subject: Participate in the Medical Countermeasure Training Needs Assessment by <<insert date at end of week 4 following OMB approval>>

Dear <<insert Medical Countermeasure Coordinator's name>>,

The National Association of County and City Health Officials (NACCHO) in coordination with the Centers for Disease Control and Prevention, Division of State and Local Readiness (DSLRL) Applied Learning and Development Team is conducting the Medical Countermeasure (MCM) Training Needs Assessment.

We value your input as a state, local, tribal, or territorial MCM official, and we have selected you to participate in an online assessment as part of a larger project to develop a comprehensive MCM training plan.

The purpose of this data collection is to assess the MCM training needs of MCM officials in state, territorial, local, and tribal jurisdictions nationwide. You will be asked questions in order to help CDC identify which MCM responsibilities and skills need the most attention in CDC-designed trainings, how training needs change over the course of one's MCM-related career, and how CDC can design MCM trainings that will fit within current training models at state, territorial, local, and tribal health departments.

***This online assessment is to be completed by the individual in your health department who is responsible for Medical Countermeasure (MCM) activities, such as those who perform MCM coordination, planning, training and exercises. Those individuals are best positioned to identify the MCM training needs of your jurisdiction. If this does not describe you, please forward this email to the appropriate individual.***

Please click on the link below to begin the online assessment. On average, it takes approximately 31 minutes with a range between 7-59 minutes to complete. We ask that you complete the assessment by <<insert date at end of week 4 following OMB approval>>. Thank you for your voluntary participation.

<<Insert link to assessment here>>

Data collected from this assessment will be stored in NACCHO's secure Qualtrics account on password-protected computers and private servers. All personally identifiable information will be removed before it is shared with CDC. DSLRL will store data on password-protected computers and secure servers and will only share information with stakeholders in the aggregate form.

We thank you in advance for your assistance in this important effort. Please feel free to email any questions you may have to [preparedness@naccho.org](mailto:preparedness@naccho.org).

Regards,

<<Insert name of NACCHO Sender>>