

## ATTACHMENT M - ELECTRONIC ASSESSMENT REMINDER 2 EMAIL

### Reminder Email to be Sent [at beginning of weeks 3 and 4 following OMB approval]

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

***This email is intended for the individual in your health department who is responsible for Medical Countermeasure (MCM) activities, such as coordination, planning, training and exercises. If this does not describe you, please forward this email to the appropriate individual.***

Dear <<Insert name of MCM Coordinator here>>,

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 Applied Learning and Development Team is conducting the Medical Countermeasure (MCM) Training Needs Assessment. As a state, local, tribal, or territorial MCM official, we value your input. This message serves as a reminder of your invitation 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.

Our records indicate that you have not yet completed the assessment. Please click on the link below to complete the confidential online assessment. It takes approximately 31 minutes (with a range between 7-59 minutes) to finish. 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 electronic 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 the CDC. DSLR will store data on password-protected computers and secure servers and will only share information with stakeholders in the aggregate form.

Thank you for your participation in the MCM Training Needs Assessment. We greatly appreciate your help and contributions. Please feel free to email any questions you may have to [preparedness@naccho.org](mailto:preparedness@naccho.org).

Regards,

<<Insert name of NACCHO Sender>>