

## ATTACHMENT N - REMINDER PHONE CALL SCRIPT

Good morning/afternoon.

This is <<name of caller>> from the National Association of County and City Health Officials. I am calling to speak with <<name of MCM coordinator>> about participating in the Medical Countermeasure Training Needs Assessment. NACCHO in coordination with the Centers for Disease Control and Prevention, Division of State and Local Readiness is conducting the Medical Countermeasure (or 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, local, tribal, or territorial 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, local tribal, or territorial health departments.

Our records indicate that you have not yet completed the electronic needs assessment. An email was sent out two weeks ago, and a reminder email was sent [insert date], both of which contain the website links to complete the electronic assessment.

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. DSLR will store data on password-protected computers and secure servers and will only share information with stakeholders in the aggregate form.

Do you have any questions about the needs assessment or how to access the electronic assessment?

Thank you for your time and consideration. Once again, your input is valued in the development of a comprehensive 5-year MCM training plan and we would greatly appreciate your participation.

Thank you, goodbye.