

## Attachment H: Reminder Email

A week ago, you received an email regarding participation in upcoming focus groups as part of the UNCOVER EH initiative. The purpose of the focus groups is to assess current and emerging challenges impacting EH professionals and programs at state, tribal, local, and territorial health departments. We are targeting the EH professionals who completed the UNCOVER EH web-based assessment and are familiar with this initiative. It is important to receive input directly from EH professionals working at health departments who have familiarity with current and emerging issues impacting EH programs and the EH profession. Each participant will participate in two 90 minute focus groups (for a total of 3 hours of participation). Focus groups will be held on June 24<sup>th</sup> during the NEHA Annual conference and another on August 14<sup>th</sup> in Denver, CO.

If you are interested in participating in focus groups and you have not yet completed the recruitment instrument [\[insert recruitment instrument link\]](#), please remember to do so by [\[insert a date two weeks from the date this email is sent\]](#). Your completion of this instrument is entirely voluntary and will take approximately 3 minutes. There are no known risks or direct benefits to you from participating or not participating, but your responses will help us identify individuals to participate in the focus groups. No unique identifying information about you will be published in any form or shared beyond project staff collecting this information. Selected participants will be notified by email within two weeks after the survey closes. We will use your contact information only for the purpose of coordinating the focus groups.

Thank you for the consideration of this request. For questions, please contact Elizabeth Landeen at 702-802-3924 or [elandeen@neha.org](mailto:elandeen@neha.org).