

## Attachment C — Notification Email

Dear <<Name>>,

We are looking to conduct interviews with program coordinators of the prevention strategies being implemented as part of the 1605 program (Preventing Teen Dating and Youth Violence). We are requesting to interview you in your role in coordinating and implementing <<Prevention Strategy Name>> for the <<funded local health department name>>. Our goal is to gather information and lessons learned about program delivery, specifically to understand how prevention strategies are being implemented, and how the prevention strategies are working to prevent teen dating violence and youth violence.

We anticipate that the interview will take no more than 55 minutes. Your participation is voluntary and your participation or refusal will not affect your funding or relationship with the funders. The findings from this data collection will be used to help CDC identify facilitators and barriers, best practices, and areas for improvement for implementing TDV and YV prevention efforts. Information collected will also be used to improve technical assistance provided by CDC to 1605 grantees.

We will be taking notes during the interview as well as audio-record, if permitted, to supplement our notes and capture information accurately. All of the information we collect from you will be kept secure and the only people who will have access to identifiable information are the CDC team involved in the project. The audio-recording will be destroyed at the completion of the project. We will be conducting thematic analysis, and findings will only be shared in aggregate form. Your name will not be tied to the findings.

We have attached the interview guide for your reference. **Please reply to this email by <<<Date>>** and let know us know

- 1) whether you are willing to participate in this interview, and
- 2) your availability during the following dates and times:

Thank you in advance for your assistance in helping us gather information and please do not hesitate to contact us with any questions you may have.

Sincerely,

Phyllis Ottley, PhD, MPH  
Behavioral Scientist  
404-498-1613  
[POttley@cdc.gov](mailto:POttley@cdc.gov)

Linda Vo, MPH  
Behavioral Scientist  
770-488-0046  
[Lindavo@cdc.gov](mailto:Lindavo@cdc.gov)

Division of Violence Prevention  
National Center for Injury Prevention and Control  
Centers for Disease Control and Prevention  
4770 Buford Highway NE, MS F-64, Atlanta, GA 30341-3717

**Enclosed: Guide for Program Coordinator Interview**