

Attachment D — Reminder Email

Dear <<Name>>,

We are following up with an additional appeal to you to participate in an interview that will take no more than 55 minutes. <<funded local health department name>> who is receiving CDC funding (1605 Program: Preventing Teen Dating and Youth Violence by Addressing Shared Risk and Protective Factors) identified you with a role in in coordinating and implementing <<Prevention Strategy Name>>. We are conducting these interviews to gather information and lessons learned about the 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 have attached the interview guide for your reference. We will take notes and audio-record, if permitted, to supplement our notes and capture information accurately. We will be conducting thematic analysis, and findings will only be shared in aggregate form. Your name will not be tied to the findings.

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,

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Behavioral Scientist
404-498-1613
POttley@cdc.gov

Linda Vo, MPH
Behavioral Scientist
770-488-0046
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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
Notification Email for Interview