

Attachment J – Web-Based Assessment Local Reminder Email, Word Version

This reminder email will be sent at the **three-week mark after the assessment has opened** and again at **one-week prior to the closing date of the assessment**.

Attn: Local public health emergency preparedness coordinators

[##] weeks ago, you should have received an invitation to participate in an assessment conducted by the Institute for Public Research at CNA and Johns Hopkins University (JHU). CNA and JHU are conducting a web-based assessment through a project in collaboration with the Centers for Disease Control and Prevention (CDC). This assessment collects information at an organizational perspective from local health department personnel in the United States. Information collected in this assessment include organizational demographic information, ideal and current state of training/exercises, as well as associated successes and key barriers for developing public health emergency response leaders in incident management.

This assessment should be completed by an employee who has been or may potentially be assigned to a leadership role during public health emergency response and has the authority to provide responses that reflect the agency’s perspective on topics covered below:

1. Critical knowledge, skills and abilities required of emergency response leadership (ICS training);
2. Essential non-technical facets of emergency response leadership that require demonstrated proficiency (character or soft skills of leaders);
3. Best methods for delivering and disseminating training/exercises/professional development for both technical and non-technical aspects of emergency response leadership to organizations;
4. Real world emergency response(s) or experience(s) requiring organizational leadership;
5. Technical knowledge, skills and abilities required of emergency response leadership covered by current in-service activities;
6. Non-technical facets of emergency response leadership covered by current in-service activities;
7. Current methods for delivering and disseminating training/exercises/professional development for both technical and non-technical aspects of emergency response leadership to organizations;
8. Types of leadership pathways and programs geared for development of current or future emergency response leaders; and
9. Main barriers or facilitators to developing, delivering, supporting or accessing training, exercises or related professional development opportunities for current/future emergency response leaders in state, territorial and local health departments.

Your participation, albeit voluntary, is vital to understanding health department priorities and feedback. If you are willing to participate, please follow the link below to complete the assessment by **(Date 6 weeks from initial assessment invitation email to be input here)**. This assessment should take no longer than **20 minutes to complete**. All data will be kept secure and shared in aggregate form. All responses will be captured in a password-protected database; assessment findings will be reported in aggregate.

To complete the assessment, please click on the following link: (<http://surveyaddress>)

If you have any questions or concerns about this assessment, please contact CNA at ([Assessment Email TBD@CNA.org](mailto:Assessment_Email_TBD@CNA.org)).

We appreciate your time and feedback in helping us to better assess the views of public health emergency response leaders to training.

Thank you,

National Association of County and City Health Officials (NACCHO)
CNA Institute for Public Research
Johns Hopkins University (JHU)
Centers for Disease Control and Prevention (CDC)