

## Attachment K – Generic Focus Group Invitation Email

The Institute for Public Research at CNA and Johns Hopkins University (JHU) are conducting a series of focus groups through a project in collaboration with the Centers for Disease Control and Prevention (CDC). These focus groups will gather input on training, exercises and related professional development best practices and gaps among public health practitioners who have served—or may serve—in public health emergency response leadership positions.

Please refer to the accompanying **One-Page Fact Sheet** for detailed information regarding the focus groups.

The information gathered from the focus group discussions will complement the web-based assessment by providing additional context on the development and readiness of public health emergency response leaders. The focus group discussions will take approximately 75 minutes.

**Participants in the focus groups should include health department officials who have served or may serve in public health emergency response leadership positions.** State-level and local health department-level focus groups will be conducted separately. All focus group discussions will be held during two days (March 27 – 28, 2019) of the 2019 NACCHO Preparedness Summit (March 26 – 29, 2019, St. Louis, MO).

As a public health emergency response official within your organization, your participation, albeit voluntary, is vital to identifying best practices and gaps in training, exercise, and related professional development opportunities for cultivating public health emergency response leaders in incident management.

Please consider participating in the focus group if you **work for a health department or agency at the local, territorial, or state level (not as a contractor or vendor)** and meet one or more of the following criteria:

- If you have had a role, currently have a role, or expect to have a role in public health preparedness
- If you have had a role, currently have a role, or expect to have a role, in a public health emergency or incident response
- If you have held a leadership position relating to public health emergency or incident response
- If you currently hold a leadership position relating to public health emergency or incident response
- If you will—or anticipate having to—fill a leadership position relating to public health emergency or incident response

If you meet one or more of these criteria and are willing to participate, please click here [[URL to electronic form](#)] to complete the Enrollment and Waiver Form by [**insert date**].

If you feel other qualified personnel in your organization and/or colleagues attending the 2019 NACCHO Preparedness Summit should participate in the focus groups, please feel free to forward this invitation.

If you have any questions or concerns about the focus groups, please contact the Project Team at ([FocusGroup\\_Email\\_TBD@cna.org](mailto:FocusGroup_Email_TBD@cna.org)). The CDC will not have access to any individually identifiable information collected by CNA/JHU as the project's contractor team.

Thank you,

CNA Institute for Public Research  
Johns Hopkins University (JHU)  
Centers for Disease Control and Prevention (CDC)