

Attachment C-Recruitment Email

Dear (Respondent Name)-

We are writing to request your participation in an important information collection of state actions to improve pre-hospital stroke care. This project is sponsored by the Division for Heart Disease and Stroke Prevention at the Centers for Disease Control and Prevention (CDC). The purpose of this information collection is to help the CDC and the Association of State and Territorial Health Officials (ASTHO) identify effective strategies and potential challenges associated with the implementation of state-level emergency medical service system (EMSS) based activities to enhance stroke systems of care. To do this, we hope to capture information via telephone informant interviews related to the processes, facilitators and barriers, and partnerships used to develop, facilitate, and implement pre-hospital stroke systems of care within 6 selected states.

Your name has been suggested as one of the respondents in [state] for this information collection. We are inviting you to participate in a telephone interview of no more than 90 minutes about the process of implementing state actions to improve pre-hospital stroke systems of care in [state]. Your participation in the assessment is completely voluntary. These interviews will be recorded using a commercial conference calling service, stored on a secure, password protected server, analyzed in aggregate and incorporated into a report of findings. Personally identifying information such as your name and position will not be reported, and any direct quotes used in the report will not be attributed by name to you, your organization or your state. Direct quotes will be cited by general role only, e.g., 'state health department executive.'

The information gleaned from the information collection will be used to identify and examine issues related to implementation of state actions to improve pre-hospital stroke systems of care. The information will be used to develop technical assistance material for state public health officials and emergency medical service system (EMSS) coordinators that will be disseminated via conference presentations, webinars, fact sheets and other CDC and ASTHO products.

If you would like to participate in this assessment or have additional questions, please reply directly to this email and a team member will contact you shortly to identify a convenient time and date for the telephone interview. We will provide a list of topics to be covered prior to the interview to help you prepare [**Please see listing participants will receive in Attachment E: Confirmation Email**]. Please let us know if you prefer that we work with another individual for scheduling purposes.

If you have concerns, would like to speak in more depth about the information collection, or want to recommend another individual to be interviewed in your place, please feel free to contact Alicia D. Smith at asmith@astho.org.

Thank you very much for your time and your assistance.
Regards,

Eboneka Coleman
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