

**Attachment 1.f. Demonstration Characteristics Interview Reminder Email**

To: Director State Medicaid agency  
CC: CMCS Project Officer, RTI SUD Team Lead  
Subject: Telephone Interview for RTI International Evaluation of Section 1115 Substance Use Disorder Demonstrations

Good [MORNING/AFTERNOON] [STATE MEDICAID DIRECTOR NAME],

Thank you for agreeing to be interviewed to support the Centers for Medicare & Medicaid Services meta-evaluation of section 1115 substance use disorder (SUD) demonstrations.

This is a reminder that your interview about the section 1115 SUD demonstration in your state is on

**Day and Date:**

**Time:** [EST/PT/CST]

To connect to the interview for audio only, use either the smartphone one-tap dial telephone number or the landline telephone number, both listed below. RTI staff will participate using Zoom teleconference technology. You can also join us by clicking on the link below at the start time of your interview. Two days before the interview date, we will send you a reminder email or an updated email invitation with the links included for ease of access.

Your interview will be conducted by [NAME OF RTI INTERVIEWER], copied on this email.

If you have not already updated and returned the **Program Characteristics Grid** that was emailed to you with the original invitation, **please return it by [DATE]**, so that we can review it prior to our discussion. If you need another copy, please reply to this email.

Thank you in advance for your time and insight, please let us know if you have any questions, concerns, or comments. We are looking forward to speaking with you.

Thank you,

[NAME OF RTI STAFF]

**Zoom Call-In information:**

To join using one tap dial (cell phone) tap hyperlink: [+555-555-5555,123456789](tel:+555-555-5555,123456789)

To join using a computer, click <https://rtiorg.zoom.us/j/123456789>

To join using a telephone (landline) dial: +1 312 626 6799, enter meeting ID

Meeting ID: 123 456 789