

## Attachment B2. Introductory/Invitation and Reminder E-mails for Partner Cost Data Collection

(From RTI)

### Introductory/Invitation Email

Dear **[insert contact]**:

Good afternoon. We are contacting you because <name> at <state health department> identified that your organization is an important partner to the <state Coverdell program name>. As part of the CDC evaluation of the Paul Coverdell National Acute Stroke Program, RTI International is conducting an analysis of the program implementation costs for 9 Coverdell-funded health departments and their key partners (OMB #). This cost study will provide important information to health departments and policymakers regarding the actual costs of key program activities and, when linked with outcome data, it will be able to demonstrate the return on investment of stroke care quality improvement efforts across the continuum of care. As a key partner in the Coverdell Program we would like to request your participation in the Coverdell cost study. Your participation in this study is voluntary. Your input will be invaluable for documenting the partner costs contributing to implementation of Coverdell activities and will be essential for supporting future work.

#### Who:

Although we are reaching out to you as our initial contact, we welcome you to identify either yourself or, if needed, an alternate staff member to be the primary point of contact for the cost study. The person selected as the primary point of contact can be assisted by other program staff members whose daily responsibilities include financial management of the program.

#### What:

You will be asked to provide estimated costs of your contributions to key Coverdell program activities as a partner. RTI International will provide you with a secure web-based cost study tool for organizing your estimated costs. The CRU tool has about five items and should take about an hour to complete. All data will be deidentified and will only be reported in aggregate.

#### How:

RTI International will conduct a webinar on **[insert date]** to introduce the cost collection tool and provide a summary of how to complete the tool. RTI will also provide individual technical assistance over the study period to provide you with all the help that you need to complete the tool.

#### When:

Login information for the cost tool will be distributed on **[insert date]**. You will be asked to complete the tool twice: once in April/May 2018 for costs incurred between July 1, 2015 and June 30, 2017 and once in April/May 2019 for costs incurred between July 1, 2017 and June 30 2018. We request that you submit data for the first reporting period by **[insert date]**.

We ask that you confirm your participation in the cost study and send us contact information for the staff member that will be the primary point of contact by **[insert date]**. RTI will follow up with details for the introductory webinar on **[insert date]**.

Thank you for your time and involvement in the Paul Coverdell National Acute Stroke Program evaluation. Results from the PCNASP evaluation will be shared in 2020.

For questions, please contact the CDC Evaluation lead Kincaid Lowe (Klowe@cdc.gov or 404-718-6633) or the RTI evaluation lead Stephanie Teixeira-Poit ([steixeira@rti.org](mailto:steixeira@rti.org) or 919-541-5915).

Kind regards,

## Reminder Email

Dear **[insert contact]**:

Good afternoon. We are contacting you because <name> at <state health department> identified that your organization is an important partner to the <state Coverdell program name>. As part of the CDC evaluation of the Paul Coverdell National Acute Stroke Program, we recently invited you to participate in the Coverdell Cost Study (OMB #). We have not yet received a response and wanted to follow-up in case you have any questions. As a reminder, this cost study is conducted by RTI International in partnership with CDC. Your participation in this study is voluntary. Your input will be invaluable for documenting the partner costs that contribute to implementation of Coverdell activities and will be essential for supporting future work.

### Who:

Although we are reaching out to you as our initial contact, we welcome you to identify either yourself or, if needed, an alternate staff member to be the primary point of contact for the cost study. The person selected as the primary point of contact can be assisted by other program staff members whose daily responsibilities include financial management of the program.

### What:

You will be asked to provide estimated costs of your contributions key Coverdell activities as a partner. RTI International will provide you with a web-based cost study tool for organizing your estimated costs. All data will be deidentified and will only be reported in aggregate.

### How:

RTI International will conduct a webinar on **[insert date]** to introduce the cost collection tool and provide a summary of how to complete the tool. RTI will also provide individual technical assistance over the study period to provide you with all the help that you need to complete the tool.

### When:

Login information for the cost tool will be distributed on **[insert date]**. You will be asked to complete the tool twice: once in September 2018 for costs incurred between July 1, 2015 and June 30, 2018 and once in September 2019 for costs incurred between July 1, 2018 and June 30 2019. We request that you submit data for the first reporting period by **[insert date]**.

We ask that you confirm your participation in the cost study and send us contact information for the staff member that will be the primary point of contact by **[insert date]**. RTI will follow up with details for the introductory webinar on **[insert date]**.

Results from the PCNASP evaluation will be shared in 2020.

For questions, please contact the CDC Evaluation lead Kincaid Lowe Beasley (Klowe@cdc.gov or 404-718-6633) or the RTI evaluation lead Stephanie Teixeira-Poit ([steixeira@rti.org](mailto:steixeira@rti.org) or 919-541-5915).

Kind regards,

