

Attachment B4. Introductory e-mail to schedule interview preparatory call

To: Grantee Contact

CC: Lead interviewer

Good afternoon _____,

My name is _____ and I am a member of the RTI Paul Coverdell National Acute Stroke Program (PCNASP) Evaluation Team. As you know, the CDC Division for Heart Disease and Stroke Prevention and RTI are conducting a program evaluation of the current Coverdell program, and we will be scheduling interviews with key program stakeholders as part of the PCNASP Evaluation. The primary goals of the interview component of the PCNASP evaluation are to identify successful strategies that contributed to improved stroke systems of care and greater infrastructure to support data linkages, data collection, and data-driven quality improvement activities.

I am contacting you to schedule a time so that we could discuss the interviews briefly, including the purpose of the interviews, who we will want to talk to, and any logistical issues we should be aware of. We can also answer questions that you may have about the interviews and the process we will follow. During this call, we would also like to identify a few potential dates for the interviews.

The purpose of this call is only to discuss logistics of the interviews and to identify potential interviewees. We will not collect evaluation data during this call. It is not necessary to have all team members on the call, but we would appreciate having 2-3 people (if possible) who are familiar with your state's Coverdell program and/or will be responsible for logistical matters for the interviews. Also, if there is someone else that we should be communicating with about these issues, or if you would like us to include any others in our discussions, please let me know and I would be happy to include them in our communication.

Thank you,