**Attachment I.8 Second Phone Call Topics**

**Instructions for Second Follow-Up Phone Call with State Contacts**

After sending the email containing the MOU template, follow up with a phone call to finalize the State’s participation in the study, either at the time designated in previous interactions or within one week of sending the follow-up email.

**When you are speaking with the State contact, ask:**

1. Do you have any questions about the MOU template that I sent?
2. Do you have any other questions about the study?
3. What are your thoughts about participating?
	1. If State contact expresses concerns:
		1. Probe as needed to determine why they do not want to participate
		2. Ask if there is something that can be done to solve the problem.
		3. If no solution is reached, thank them for their time and end the call.
	2. If State agrees to participate:
		1. Thank them for their participation
		2. Tell them we will follow up soon with an email containing additional details and a draft MOU.

**After the call**, email Melissa Mack and Jackie Kauff to let them know the outcome of the conversation.