

Attachment 10: TA Satisfaction Instrument Email

Email Invitation

Dear ~~Studentname~~:

The Capacity Building Branch (CBB) of the Division of HIV/AIDS Prevention (DHAP) at the Centers for Disease Control and Prevention (CDC) would like to thank you for participating in technical assistance for:

Request #: ~~requestnumber~~

Component: ~~component~~

Content Area: ~~contentarea~~

Provider: ~~provider~~

Date(s): ~~dmdates~~

Customer feedback is critical to the success of our capacity building assistance (CBA) program. As such, we are conducting a brief assessment to get your input on your experience with CBA services and suggestions on how to improve the program. Your comments are extremely important to us and will be used to ensure that future CBA activities meet the needs of our customers.

All of your responses will be kept secure. Further, the results of your individual assessment will only be shared in aggregate results. Therefore, CBA providers will not know how you, personally, rated their services. . Your participation in the assessment is completely voluntary, and failure to participate will not jeopardize your employment or CDC funding of your organization.

Please click on the link below to access the assessment tool, which should take approximately 15 minutes to complete.

~~URL~~.

Thank you in advance for your time and assistance! If you have any questions or concerns about this assessment, please feel free to send an email to CBAEvaluations@cdc.gov.

Sincerely,
The Capacity Building Branch