

Attachment 1f. Reminder Letter for Landscape Assessment Survey

[Date]

Dear [Name of Point-of-Contact],

As mentioned in previous communications, the Centers for Disease Control and Prevention's (CDC's) Division of Diabetes Translation has contracted with RTI International to conduct a survey (the **Introductory Session Landscape Assessment**) of all CDC-recognized organizations and their class locations that offer the National Diabetes Prevention Program (National DPP) lifestyle change program. The goal of this brief survey is to gain a better understanding of the number and types of introductory sessions (also known as "session zeros") being offered as a recruitment strategy to increase enrollment in the National DPP lifestyle change program.

This survey is the first phase of a two-phase project evaluating the use of introductory sessions as a recruitment and enrollment strategy into the National DPP lifestyle change program. It includes questions about the structure and organization of your lifestyle change program, characteristics of your community, recruitment and program support strategies, introductory session characteristics, and your interest in participating in the subsequent phase of the overall project. Within the survey, we will also ask you for contact information for any of your affiliated class locations so that we may also send a survey to them to complete. This is a final request to complete the survey.

Your responses will be confidential. Names of individuals or organizations will not be released, and survey results will only be reported in combination with all other responses. Choosing not to participate will not have any effect on your CDC Diabetes Prevention Recognition Program (DPRP) recognition or CDC grantee status.

We have two options for you to complete the survey. Please find enclosed a hardcopy version of the survey and a stamped and addressed envelope to use to return the survey to RTI. Alternatively, to complete the survey online, please visit:

[Survey Link]

Unique PIN: {XXXXXX}

This survey should take approximately 15 minutes to complete. Your unique pin will allow you to save your responses in case you need to complete the survey in more than one sitting. **Please complete the survey by [DATE TBD]**. If you experience any challenges accessing the survey, please contact [name] at [email or phone].

Sincerely,

Deborah Porterfield, MD, MPH, Project Director
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