

Attachment 2g. Data Collection Reminder Email for Introductory Session Evaluation

Subject line: Reminder: Please complete data collection forms for the CDC's National DPP Introductory Session Evaluation

Dear [Name of Point-of-Contact]

Thank you for your participation in the CDC's **National DPP Introductory Session Evaluation**. We are missing the following completed instrument(s) from you:

- Pre-Session Surveys
- Post-Session Surveys
- Registration and Attendance Tracking Form
- BYB Discovery Session Implementation Fidelity Checklist (for class locations implementing the BYB Discovery Session)

Please send your completed surveys form(s) back to RTI within the next [insert time frame here]. If you are providing the Registration and Attendance Tracking Form or the BYB Discovery Session Implementation Fidelity Checklist, please upload these to the sFTP. If you would like assistance with uploading, please contact [insert name/number/email here]. If you have additional questions about completing or returning the instruments, please contact Lisa Cox, Program Data Manager, at LACox@rti.org or 770-407-4908.

Sincerely,

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