

Attachment C3: Introductory Email from Grantees to Sites and Trainees

Bureau of Health Workforce Substance Use Disorder Evaluation

Introductory Email from Grantees to Trainees and Sites

Dear [GRANTEE POINT OF CONTACT NAME],

For your convenience, we have drafted an email template that you may use to request trainee contact information from sites who host trainees, if needed. If you already have the contact information of trainees and sites, you can tailor this email to request any missing or updated contact information. This email also serves as an introduction of the [SURVEY NAME] that we will be conducting in the coming months. **We have a limited amount of time to administer the surveys; we need this contact information no later than [DATE]. We appreciate your help with obtaining up-to-date contact information for trainees and sites as soon as possible.**

Dear [NAME],

The Bureau of Health Workforce (BHW) within the Health Resources and Services Administration (HRSA) is conducting a national evaluation of its programs, with a focus on substance use disorder services. As part of this evaluation, NORC at the University of Chicago is conducting a survey of trainees and training sites of the [GRANT PROGRAM NAME]. To administer this survey, NORC is asking that we provide HRSA with up-to-date contact information for trainees and partner sites.

(If sending to sites and trainees to collect missing or updated contact information) **Can you please provide [NEEDED CONTACT INFORMATION] by [DATE]?** We will send this information to NORC in a secure, password-protected zip file. If you have any concerns about us sharing your contact information, please let us know.

(If sending the contact information request Excel document to sites to ask that they provide trainee contact information) **Can you please provide up-to-date contact information for current [GRANT PROGRAM NAME] trainees by [DATE]?** Attached to this email, please find a template with the details we are requesting. You may use this template to input trainee and site contact information, or send it in another format, if easier. Please do not provide additional data elements beyond those requested. We will send this information to NORC in a secure, password-protected zip file. If you have any concerns about us sharing this contact information, please let us know.

In the coming weeks, you will receive an email from NORC (BHWeval@norc.org) requesting your participation in its survey of [GRANT PROGRAM NAME] training sites. The survey will be online and will ask about your experience with the program. **Please complete the survey!** NORC will keep your responses confidential and will not share your individual feedback with us. If you have any questions or would like to know more, please contact the NORC Evaluation Team at BHWeval@norc.org or 1-8XX-XXX-XXXX. You can also learn more about the evaluation and NORC at [norc.org /XXX](http://norc.org/XXX).

Sincerely,

[NAME]