

Attachment C11: Reminder Email to Grantees about Site and Trainees Contact Information

Bureau of Health Workforce Substance Use Disorder Evaluation

Reminder Email to Grantees about Site and Trainee Contact Information

Dear *[SALUTATION (Dr. Ms. Mr.)]* *[LAST NAME]*,

The Health Resources and Services Administration (HRSA) is working to expand the nation's capacity to treat substance use disorders and is asking for your help to measure the success of its efforts. As part of a national evaluation of HRSA Bureau of Health Workforce (BHW) substance use disorder programs, NORC at the University of Chicago is conducting a survey of trainees and sites of the *[GRANT PROGRAM]*. **On *[DATE]*, we sent you an email requesting your help with collecting up-to-date contact information for current *[GRANT PROGRAM NAME]* trainees and points of contact at partner training sites. NORC needs this contact information to conduct the survey.**

Please return site and trainee contact information by *[DATE]*. Your assistance is critical, as we have no other way to get in touch with your sites and trainees. Attached to this email, you will 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. To ensure secure transfer, please send this information back to us in a password-protected zip file. We are also attaching an email draft that you may use to communicate with your partner sites and request their help, if needed, with collecting trainee contact information.

NORC will be sharing the combined results of the evaluation with the *[GRANT PROGRAM NAME]* grantees. You can use this information to compare your results with combined results of other grantees.

Our next request is your participation in a survey about your experiences with *[GRANT PROGRAM NAME]*. We will send more information on this survey in the coming *[WEEKS/MONTHS]*. If you have any questions about our requests, please contact the NORC Evaluation Team at BHWEval@norc.org or 1-800-XXX-XXXX. To learn more about our evaluation and NORC, visit our website: norc.org/XXX.

Thank you for your cooperation. We are grateful for your help.

Sincerely,

Kathy Rowan
NORC Evaluation Team, Project Director