

Appendix A

EMAIL

Dear [personalize to each THC Program Director],

We are writing to solicit your participation in a cost evaluation to develop an updated estimate of the costs of residency training in Teaching Health Centers (THCs).

The George Washington University (GW) is working under contract with the Health Resources and Services Administration (HRSA) to evaluate the costs of residency training at programs funding through Teaching Health Center Graduate Medical Education (THCGME) Program. Our work also seeks to enhance knowledge about the THC program as a model for financing community-based residency training.

Under a previous contract, GW developed an estimate of the THCGME per resident amount, using a costing instrument tool designed specifically for THCGME expense and revenue estimation purposes. This instrument has been updated with input from THC Program Directors and other GME experts and will be used as the principal mechanism for data collection for the current cost evaluation work. The updated THCGME Costing Instrument includes new questions to identify indirect costs that may be associated with sponsoring and operating a residency program in the context of community-based care.

We are pleased to partner with you on this important effort. To facilitate your THC's completion of the THCGME Costing Instrument, we will offer the following assistance to your program:

- *A technical assistance webinar* to provide an overview of the THCGME Costing Instrument and field questions from programs. The webinar will be held at two different times to accommodate THC program staff participation. The webinars will be audio-recorded and made available to all programs.
- *One-on-one technical assistance* to respond to specific questions you might have prior to or during your completion of the THCGME Costing Instrument.

We have attached the THCGME Costing Instrument and the instruction guide. Participation is strongly encouraged.

Please feel free to contact Marsha Regenstein at marshar@gwu.edu or by phone at 202-994-8662 if you have any questions, comments or concerns.

Sincerely,
[SIGNATURES]