

## Attachment J- Focus Group Reminder Email

Form Approved

OMB No: 0920-xxxx

Exp. Date: xx-xx-xxxx

Dear *[NAME]*,

I am writing to follow-up on an email I sent last week (see below) about participation in a focus group for the evaluation of CDC's Overdose Data 2 Action (OD2A) program. We are conducting the focus groups on behalf of the Centers for Disease Control and Prevention (CDC). As part of this information collection initiative, we are conducting focus groups with OD2A awardees to assess the implementation of OD2A program activities.

Given your role in OD2A activities in *[JURISDICTION NAME]*, we are reaching out to request your participation in a focus group regarding *[FOCUS GROUP AIM]*. The focus group will be held on *[DATE, Time and LOCAL Time Zone]*. If you are unable to participate or feel another individual would be better suited for this focus group, you may request that person participate. Please provide this individual's name, email address, and phone number, so we can contact him/her as soon as possible.

The focus group will take approximately 90 minutes. Your participation in this focus group is completely voluntary, however we hope that you will be willing to share your experiences with us. We would also like to record the conversation to accurately document the questions and your responses. A request for permission to record the conversation has been emailed to you separately. Any information you provide during our conversation will be kept secure, and no information or quotes will be publicly linked to you. After transcription and analysis of our conversation is complete, the recording will be deleted and no personally identifiable information will be retained. All data will be reported in aggregate form within all reports and potential publications.

If you have additional questions about the focus group, please do not hesitate to contact the Project Director, Dr. Stephen Tregear ([Tregear\\_Stephen@bah.com](mailto:Tregear_Stephen@bah.com)), or the Project Manager, Hema Desai ([Desai\\_Hema@bah.com](mailto:Desai_Hema@bah.com)).

Thank you so much, and we look forward to speaking with you.

Warm regards,

*[SIGNATURE]*

Public Reporting burden of this collection of information is estimated at 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send
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