

Attachment L- Program Manager Focus Group Recruitment Request Email

Form Approved
OMB No: 0920-xxxx
Exp. Date: xx-xx-xxxx

Dear [\[NAME\]](#),

I am writing from the Booz Allen Hamilton evaluation team. We are conducting an evaluation of the Overdose Data to Action (OD2A) program 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 as Program Manager of OD2A activities in [\[JURISDICTION NAME\]](#), we are reaching out to request your assistance in the recruitment of volunteers regarding [\[FOCUS GROUP AIM\]](#). The focus group will be held on [\[DATE, Time and LOCAL Time Zone\]](#). The focus group will take approximately 90 minutes and participation in this focus group is completely voluntary.

Please reply with the name and contact information of the jurisdiction staff member most knowledgeable of the topic to be discussed.

The information collected from this evaluation will be used by the CDC to:

- Provide crucial data highlighting the value of different programmatic components of OD2A (e.g., strategies and activities) in preventing drug overdose;
- Complete a valid program implementation evaluation of the OD2A program; and,
- Improve implementation of OD2A components.

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

Thank you so much.

Warm regards,

[\[SIGNATURE\]](#)

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