

Attachment M- Program Manager Interview 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 telephone interviews with OD2A awardees to assess the implementation of OD2A program activities. In your jurisdiction, we will focus on the implementation of [\[LIST ACTIVITY/ACTIVITIES\]](#). A copy of the interview guide is attached for your consideration.

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 for a telephone interview regarding the above listed activities. The interview will take approximately 60 minutes and participation in this interview 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 interview, please do not hesitate to contact the Project Director, Dr. Stephen Tregear (Tregear_Stephen@bah.com), or the Project Manager, Hema Desai (Desai_Hema@bah.com).

Thank you so much.

Warm regards,

[\[SIGNATURE\]](#)

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 comments regarding this burden

Attachment M- Program Manager Interview Recruitment Request Email

estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NW, MS D-74, Atlanta, GA 30333; Attn: PRA (0920-xxxx).