

A. Grantees – both IIID/SUAs and Discretionary grantees

[HSAG email]

Subject: Re: ACL Evidence Based Program Fidelity Survey

Dear [Grantee organization],

As announced last week, you are invited to complete a survey to help the Administration for Community Living (ACL) answer the following questions:

How can the process of selecting and implementing evidence-based programming be improved?

How do you monitor fidelity to evidence-based program models?

We addressed this survey to you because you have been identified as a contact for your state's Title III-D grants/SUA or for a discretionary grant for chronic disease self-management education or fall prevention. HSAG is an independent research firm helping ACL conduct this national survey of the diverse community of Administration for Community Living (ACL) grantees, to better understand how you select evidence-based programs (EBPs), how you implement them with fidelity to program models, and whether and how you make adaptations to EBPs. Your responses will help ACL find ways to support you in ensuring the people you serve receive the full benefit from the EBPs you provide.

This is a web survey of between 47 and 65 questions, depending on the nature of the programming your organization provides. It is not expected to take more than 30-40 minutes for a person with well-rounded knowledge of the organization's ACL grants to complete.

The survey should be directed to the people in your organization who have information about how decisions are made regarding which EBPs to use and how they are implemented and monitored. These would include people involved in program selection, program logistics such as scheduling or securing locations, participant recruitment, program delivery, training, etc. If you are not the best person to ask, please pass the survey on to the appropriate person and **provide us with their contact information (name and email address) so we can follow up with them.** If you are not the best person for certain sections of the survey, please work with others in your organization to answer the survey. Please coordinate to be sure that the survey is completed only once for your organization unless you also provide services through discretionary grants for chronic disease self-management education or fall prevention.

[Directed only to SUAs who also have discretionary grants – where the SUA and the discretionary grant share contacts]

[You have been identified as a point of contact for both Title III-D formula grant funding and direct discretionary grants for fall prevention or chronic disease self-management education. We recognize that procedures may be different for the two types of grants. As you complete the survey, please keep both types of grant-funded programs in mind.]

[Directed only to SUAs who also have discretionary grants – main SUA contacts]

[You have been identified as a point of contact for Title III-D formula grant funding. We are aware that your organization also receives discretionary grants for fall prevention or chronic disease self-

management education. As you complete the survey, please focus on programs with Title III-D formula grant funding.]

[Directed only to SUAs who also have discretionary grants – discretionary grant contacts]

[You have been identified as a point of contact for direct discretionary grants for fall prevention or chronic disease self-management education. We are aware that your organization also receives Title III-D formula grant funding. As you complete the survey, please focus on discretionary grants for fall prevention or chronic disease self-management education.]

Your data will be kept secure, and no one but the staff at HSAG and ACL will see your survey answers. Your answers will not have your name on them and will be part of a pool of information from other grantees like you nationwide. The results may be released to the public, but any reports will not identify individual participants and will only present the combined data. Please email Landry Nyandamu (HSAG) at lnyandamu@hsag.com or call **602-801-6801** if you have any questions.

The survey is now active; you can login now. Answers are saved as you enter them; you can quit the survey and log in again to complete it later if necessary. Although you can complete the survey any time between now and [XX 2022], we urge you to do it as soon as possible. To begin or continue responding to the survey, click on the following URL link:

URL [Grantee unique URL]

Thank you for your cooperation.

Sincerely,

[Signed by Cindy Strickland]

B. Implementation Organization

[HSAG email]

Subject: Re: ACL Evidence Based Program Fidelity Survey

Dear [Implementation organization],

As announced last week, you are invited to complete a survey to help the Administration for Community Living (ACL) answer the following questions:

How can the process of implementing the [program] be improved?

How do you monitor fidelity to developer models?

HSAG is an independent research firm that is helping ACL conduct this national survey of the diverse community of Administration for Community Living (ACL) grantees and organizations that work with them to provide evidence based programs (EBPs) for health promotion and disease prevention. ACL wants to better understand how you select evidence-based programs (EBPs), how you implement them with fidelity to program models, and whether and how you make adaptations to EBPs. Your responses will help ACL find ways to support you in ensuring the people you serve receive the full benefit from the EBPs you provide.

This is a web survey of between 47 and 65 questions. It is not expected to take more than 30-40 minutes for a person with well-rounded knowledge of the organization's ACL grants to complete.

The survey should be directed to the people in your organization who have information about how decisions are made regarding which EBPs to use and how they are implemented and monitored. These would include people involved in program selection, program logistics (scheduling, securing locations, etc.), participant recruitment, program delivery, training, etc. If you are the wrong person to ask, please pass the survey on to the appropriate person and **provide us with their contact information (name and email address)**. If you are the wrong person for certain sections of the survey, please work together with others in your organization to answer the survey.

Your data will be kept secure, and no one but the staff at HSAG and ACL will see your survey answers. Your answers will not have your name on them and will be part of a pool of information from other organizations like you nationwide. The results may be released to the public, but any reports will not identify individual participants and will only present the combined data. Please email Landry Nyandamu at lnyandamu@hsag.com or call **602-801-6801** if you have any questions.

The survey is now active; you can login now. Answers are saved as you enter them; you can quit the survey and log in again to complete it later if necessary. Although you can complete the survey any time between now and [XX 2022], we urge you to do it as soon as possible. To begin or continue responding to the survey, click on the following URL link:

URL [Grantee unique URL]

Thank you for your cooperation.

Sincerely,

[Signed by Cindy Strickland]