

Attachment 5(A-B)

Evaluation of Programs Supporting
the Mental Health of the Health
Professions Workforce
The Training Program
Awardee Interview
Respondent Contact Materials

Evaluation of Programs Supporting the Mental Health of the Health Professions Workforce; The Training Program Awardee Interview Invitations and Reminders

Table of Contents

ProvRes Eval The Training Program Awardee Interview Invitations and Reminders.....	2
5A. HPSWRTP Awardee Interview Invitation Email.....	3
5B. HPSWRTP Awardee Interview Invitation Reminder Email.....	4

5A. The Training Program Awardee Interview Invitation Email

Initial contact 1. Sent to Health and Public Safety Workforce Resiliency Training Program (HPSWRTP) Awardees for scheduling qualitative interviews.

Subject line: Scheduling qualitative interview for HPSWRT Program

Good [morning/afternoon] [PROJECT MANAGER/PROJECT DIRECTOR NAME],

As you may know, NORC at the University of Chicago is conducting an evaluation of the Health Resources and Services Administration's (HRSA's) recent investments to support resiliency and to reduce burnout in the healthcare workforce. As part of the evaluation, we are interested in speaking with you regarding your organizational challenges, lessons learned, and changes related to the implementation of your Health and Public Safety Workforce Resiliency Training (HPSWRT) Program. Your interview will help HRSA better understand program efforts to promote resiliency and mental health in the health workforce and to improve future technical assistance programming.

The interview will cover specific questions about implementation of your HPSWTP-funded program, including the following topics:

- Challenges and facilitators to program implementation
- Identification of evidence-based strategies or evidence-informed strategies
- Protocols and system-wide approaches created and advanced
- Innovative sustainability practices/models
- Reduction in financial barriers
- Challenges and facilitators to program sustainability
- Promotion of health equity among different demographic groups

We would like to schedule an interview, approximately one hour long, with the Project Director and Project Manager, during the months of [INSERT TIMELINE].

To schedule your interview, please click on the following link [INSERT LINK] that will let you select an available date and time. Our team will send a follow up meeting invite once your interview time is confirmed. If you have any questions, please contact NORC at [helpdeskemail@norc.org] or call [8XX-XXX-XXXX].

We look forward to hearing from you.

Sincerely,

[NORC Project Director and signature]

Public Burden Statement: The purpose of this information collection is to evaluate federal programs designed to support the mental health and resiliency of the healthcare and public safety workforce. 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. The OMB Control Number for this information collection is 0915-XXXX and is valid until MM/DD/20XX. Public reporting burden for this collection of information is estimated to average xx hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.

5B. The Training Program Awardee Interview Invitation Reminder Email

Initial contact 2. Sent to Health and Public Safety Workforce Resiliency Training Program (HPSWRTP) Awardees one week after the initial email request was sent.

Subject line: Reminder: Please Schedule a qualitative interview for HPSWRT Program

Good [morning/afternoon] [PROJECT MANAGER/PROJECT DIRECTOR NAME],

We are writing to follow up with you about scheduling an interview. NORC at the University of Chicago is conducting an evaluation of the Health Resources and Services Administration's (HRSA's) recent investments to support resiliency and to reduce burnout in the healthcare workforce. Please schedule your interview today [INSERT LINK FOR SCHEDULING].

As part of the evaluation, we are interested in speaking with you regarding your organizational challenges, lessons learned, and changes related to the Health and Public Safety Workforce Resiliency Training (HPSWRT) Program. Your interview is **essential** and will help HRSA better understand program efforts to promote resiliency and mental health in the health workforce and to improve future technical assistance programming.

The interview will cover specific questions about HPSWRT Program implementation of the [PROJECT NAME] project, including the following topics:

- Challenges and facilitators to program implementation
- Identification of evidence-based strategies or evidence-informed strategies
- Protocols and system-wide approaches created and advanced
- Innovative sustainability practices/models
- Reduction in financial barriers
- Challenges and facilitators to program sustainability
- Promotion of health equity among different demographic groups

We would like to schedule an interview, approximately one hour long, with the Project Director and Project Manager, during the months of [INSERT TIMELINE].

As a reminder, to schedule your interview, please click on the following link [INSERT LINK] that will let you select an available date and time. Our team will send a follow up meeting invite once your interview time is confirmed. If you have any questions, please contact NORC at [helpdeskemail@norc.org] or call [8XX-XXX-XXXX].

We look forward to hearing from you.

Sincerely,

[NORC Project Director & signature]