

## Draft Notification Email to recipients re: reporting of performance measure data

Dear X,

We are writing to request the annual submission of performance measures for your award under CDC-RFA-CK19-1904 "HAI/AR Programs" (Program G1: Healthcare-associated Infections, Antibiotic Resistance, and Antibiotic Stewardship and related supplemental funds). Your participation in this information collection is expected as part of the conditions for funding.

These performance measures will be used to assess recipients' individual and collective progress towards the larger aims of the cooperative agreement, direct technical assistance to recipients, and obtain information needed to help assess the cooperative agreement's public health impact. We are requesting performance measures from all BRACE recipients.

The Data Collection Tool includes five REDCap projects, each of which includes multiple instruments. Reviewing the Tool, generating the requested information, and **completing entry will take approximately 11-12 hours for each of 2 responses per year**. No personally identifiable or sensitive information is included as part of this information request. All data will be stored securely in the REDCap system on the CDC network. The HAI/AR Program will create reports based on these data and share those with you and other recipients.

Please:

- Send the names and emails of your staff participating in data entry
- Complete data entry by August 31st
- Confirm with your project officer once complete

If you have any questions, please do not hesitate to reach out to [HAIAR@cdc.gov](mailto:HAIAR@cdc.gov).

Many thanks,

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